



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

LB

A 443377

2582

M9

HANDBOOK
OF
THE NEW CODE

1880

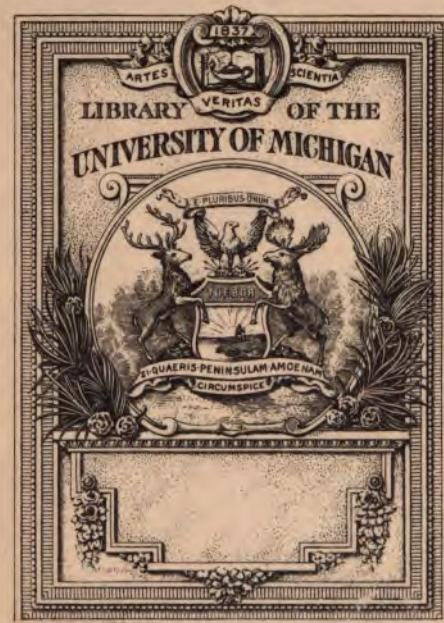
BY

JOHN F. MOSS.

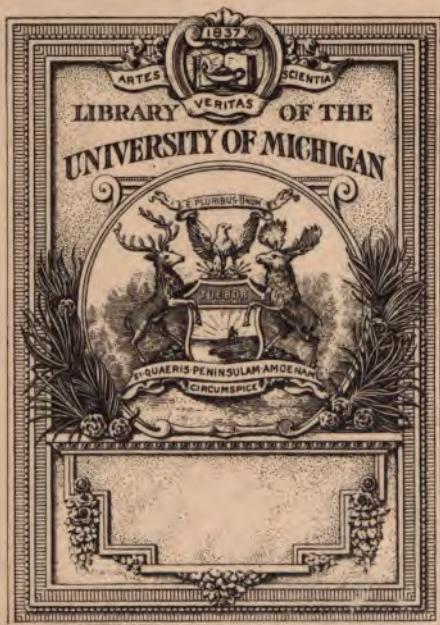
CLERK OF THE SHARPE'S SCHOOL BOARD.



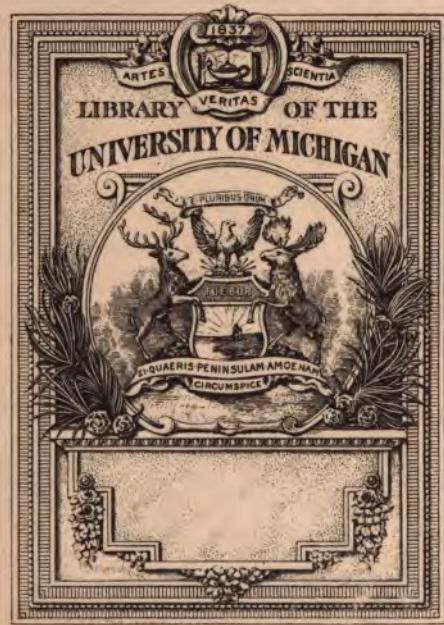
PRICE TWO SHILLINGS.



258.
M9



L U
25
.M9



Immediately will be published, Demy 8vo

**HANDBOOK OF THE
ELEMENTARY EDUCATION ACTS, 1870-1880
&c., &c.
WITH PRACTICAL SUGGESTIONS
FOR THEIR ADMINISTRATION**

By JOHN F. MOSS
CLERK OF THE SHEFFIELD SCHOOL BOARD
AND
E. M. HANCE, LL.B.
CLERK OF THE LIVERPOOL SCHOOL BOARD

185-85-

HANDBOOK
OF THE
NEW CODE OF REGULATIONS
1880

AND OTHER OFFICIAL INSTRUCTIONS, ORDERS, AND
CIRCULARS, OF THE EDUCATION DEPARTMENT

With Notes, Index, &c.

FOR THE USE OF MANAGERS AND TEACHERS

BY JOHN F. MOSS
CLERK OF THE SHEFFIELD SCHOOL BOARD



LONDON
W.M. I S B I S T E R, L I M I T E D
56, LUDGATE HILL
1880

LONDON :
PRINTED BY VIRTUE AND CO., LIMITED,
CITY ROAD.

CONTENTS.

	PAGE
INTRODUCTION	ix
PRELIMINARY CHAPTER	1
CHAPTER I.	
DISCONTINUANCE OF BUILDING GRANTS	5
CHAPTER II.	
<i>Annual Grants.</i>	
PART I.—ELEMENTARY SCHOOLS.	
<i>Section I.—Preliminary conditions</i>	<i>5</i>
Grants to day schools	7
Grants to evening schools	13
Calculation of attendance	13
Standards of examination	15
Reduction of grant	16
School diary or log book	17
<i>Section II.—Teachers referred to in the preceding section</i>	<i>19</i>
Certified teachers	19
Examination	19
Probation	20
Certificates	20
Certificates of the first and second class	20
Certificates of the third class	21
Rating of certificates issued before the 1st of January, 1871	22
Reports of managers and inspector	22
Pupil teachers	22
Pupil teachers who have successfully completed their engagement	25
Assistant teachers	26
PART II.—TRAINING COLLEGES.	
<i>Section I.—Definition</i>	<i>26</i>
<i>Section II.—Grants to training colleges</i>	<i>27</i>
<i>Section III.—Admission into training colleges</i>	<i>28</i>
<i>Section IV.—Examination of students in training colleges</i>	<i>29</i>

CONTENTS.

PART III.—SPECIAL PROVISIONS.

	PAGE
Evening scholars	30
Certificates of Proficiency under the E. E. Act, 1876, under bye-laws, or under any Labour Act	31
 CHAPTER III.	
PENSIONS	32
 CHAPTER IV.	
REVISION OF CODE	33
 FIRST SCHEDULE.	
Qualifications, &c., of pupil teachers	34
 SECOND SCHEDULE.	
Form of memorandum of agreement for pupil teachers	36
Form of new agreement on change of managers	38
 THIRD SCHEDULE.	
<i>Needlework.</i>	
Infants' department	39
Girls' department	39
Pupil teachers	41
 FOURTH SCHEDULE.	
Table of Specific Subjects	42
 FIFTH SCHEDULE.	
Supplementary Rules	43
APPENDIX No. 1.—Showing all articles modified and new articles	45
" No. 2.—Regulations as to payment of fees under honour certificates	52
" No. 3.—Regulations as to certificates of age, school attendance, and proficiency	54
 <hr/>	
Circular to local authorities as to the regulations of 9th February, 1877	58
On correspondence with the Education Department	60
The Government Grant:	
Infants' schools	61
Boys' and girls' schools	61
Evening schools	61
Pupil teachers	62
Special grants to small schools	62
Teaching of drawing. Aid from Science and Art Department	62
Scholarships and exhibitions	64
Science and art classes	66

CONTENTS.

vii

	PAGE
Circulars, &c., on subjects connected with New Code:	
Instructions to Inspectors, and extracts from official letters on administration of New Code	68
Circular to H.M. Inspectors as to attendance	72
" " " on drill	73
Instructions to H.M. Inspectors on examination of children in public elementary schools	74
Circular to H.M. Inspectors as to the discharge of their duties, &c.	78
Form of suggested memorandum of agreement between managers and teachers	84
Circular to H.M. Inspectors. All qualified children must be examined	85
Instructions of Education Department respecting school registers	86
Circular as to certificates of teachers in district or workhouse schools	89
List of training colleges for teachers	89
Minute of Committee of Council on Education approving of time-tables	91
Minute modifying provisions of former minute relating to approval of time-tables	92
Circular to Inspectors on approval of time-tables	93
The inspection and recognition of certified efficient schools under sec. 48 of Education Act, 1876	95
New minute as to unnecessary schools	99
Circular to clerks of school boards as to manner of making up school accounts	100
Letters, instructions, &c., on the transfer of schools	100
Explanatory statement of the rating and classification of teachers' certificates	102
The Committee of Council on Education, 1880	109
INDEX	111

before the Code had lain upon the table of both Houses of Parliament one calendar month, as required by regulations; and numerous representations against the altered clauses were left for the consideration of the Lords of the Committee of Council on Education appointed by the new Government. The proposed changes to which the strongest objections were taken have now been withdrawn, and any important alterations which may be in contemplation will no doubt stand over till the beginning of next year, when another Code must in the ordinary course be presented within one month from the meeting of Parliament. The only further modification introduced in the present Code which need here be noticed is the power given for the grouping of pupil teachers for collective instruction, instead of its being required that the five hours' special instruction per week should be given by a certificated teacher of the school in which they may be severally serving, as was formerly the case.

J. F. M.

THE "NEW CODE" OF REGULATIONS,

BEING CODE (1880) OF MINUTES OF THE EDUCATION DEPARTMENT.

(Dated 3rd June, 1880.)

PRELIMINARY CHAPTER.

1. A sum of money is annually⁽¹⁾ granted by Parliament "For public Education in England and Wales."⁽²⁾

(1) The educational estimates are laid before the House of Commons by the President of the Committee of Council if a member of the Lower House, or if the President for the time being is a member of the House of Lords, by the Vice-President of the Committee of Council on Education.

(2) The grant under this head is included in the "moneys provided by Parliament for the civil service."

2. This grant is administered by the Education Department, hereinafter called the Department.*

3. The object of the grant is to aid local exertion, under certain conditions, to maintain—

- (a.) Elementary schools for children (Article 4); and
- (b.) Training colleges for teachers (Article 83).

For the conditions regulating the grants to elementary schools, see arts. 17 to 40, and 106 to 112; for those governing grants to training colleges, see arts. 83 to 105.

4. An elementary school is a school, or department of a school, at which elementary education is the principal part of the education there given, and does not include any school or department of a school at which the ordinary payments,⁽¹⁾ in respect of the instruction, from each scholar, exceed ninepence a week (Elementary Education Act, 1870, sec. 3).

(1) Where the school is established by a school board the scale of fees is "prescribed by the school board with the consent of the Education Depart-

* The term "Education Department" means "The Lords of the Committee of the Privy Council on Education" (Elementary Education Act, 1870, sec. 3). For list of Committee, &c., see p. 109.

ment" (see sec. 17 of the Act of 1870). In other schools the rate of fees is fixed by the "managers"—for definition of this term see sec. 3 of the Act of 1870. For further information as to "Managers and their duties," see "Handbook to the Practical Administration of the Elementary Education Acts," &c., published by Wm. Isbister, Limited, London. In reference to the principles upon which the Department consider scales of fees should be framed, see note (2) to sec. 17 of that Act in the same work.

5. Aid to maintain schools is given by annual grants to the managers conditional (⁽¹⁾) upon the attendance and proficiency of the scholars, the qualifications of the teachers, and the state of the schools. (⁽²⁾)

(1) These conditions are set forth in subsequent articles (see arts. 17 to 22, and art. 32).

(2) The Education Department may refuse an application for the parliamentary grant to any school which is considered "unnecessary" (see art. 7).

6. No grants are made to schools which are not public elementary schools within the meaning of the Elementary Education Act, 1870.*

7. No grant is made for or in respect of—(a) any instruction in religious subjects (Elementary Education Act, 1870, sec. 97).—(b) Any school which is not previously in receipt of an annual grant if the Department think that the school is unnecessary.†

N.B.—1. A school in a district which is not under a school board is not deemed to be unnecessary if it has, for the previous 12 months, been recognised by the Department as a "certified efficient school" (Elementary Education Act, 1876, sec. 48), and has had, during that period, an average attendance (Article 26) of not less than 30 scholars.

2. No grant is made to any such school—

(a.) For the first twelve probationary months;

(b.) For any period before the appointment of a certificated teacher; or

(c.) If the population of the school district, or within two miles, by the nearest road, from the school, is less than 300 souls, for whom another school aided under Article 19 D is available.

See art. 23 as to time required for secular subjects, beyond which instruction in religious subjects may be given, providing sec. 7 of the Elementary Education Act, 1870, be duly observed; but in the case of board schools "no religious catechism or religious formulary which is distinctive of any particular denomination" is permitted (see sec. 14 of the Act of 1870). See also instructions to inspectors on administration of Code and the circulars on "Approval of Time-tables" given on pages 68, 91, 92, and 93 respectively.

8. Officers are employed to collect information, to examine whether "the conditions required to be fulfilled by an elementary

* See section 7 of the Act.

† See Elementary Education Act, 1870, sec. 98, and Minutes of 7th August, 1876, and 21st June, 1878.

school in order to obtain an annual parliamentary grant" have been fulfilled, and to report the results to the Department, with whom it rests finally to determine whether these conditions have been fulfilled.⁽¹⁾

(1) Although Government inspectors do not now conduct any examination of the scholars in religious knowledge (see, however, note (6) to sec. 7 of the Act of 1870) there is nothing to prevent such examinations being held in the case of voluntary schools by such independent examiners as may be arranged for by the managers, providing not more than two days be taken up for the purpose in each year (see sec. 76 of the Act of 1870), and the attendances made at any such inspections are not counted under articles 19 to 27. But school boards do not appear to have any legal power to permit any examinations of this character to interfere with the ordinary work of the schools, even if the attendances be not counted. This difficulty has been met in some cases by conducting the examinations in biblical knowledge at board schools during the time set apart in the time-table for giving instruction in the subject. In some cases such examinations have been held on Saturdays, whilst in perhaps the greater number of instances holiday is given so far as the ordinary secular instruction is concerned, and the children who have not been withdrawn from biblical teaching are examined without any marking of registers.

9. These officers are inspectors appointed by Her Majesty, on the recommendation of the Department, and persons employed by the Department, as occasion requires, in the capacity of acting inspectors, inspectors' assistants, or auditors of accounts.

A list of the inspectors and of their several districts is published annually in an Appendix to the Education Department's Report.

10. No grant is paid except on a report from an inspector, unless some unforeseen cause (such as a continued epidemic) makes it impossible for the inspector to visit, and report upon, the school.

10a. The inspector may delegate to an assistant the duty of examining into the attendance and proficiency of the scholars.

11. The Department, at the time of agreeing to place a school on the list of those to which grants may be made, informs the managers in what month to look for the inspector's annual visit. This month remains the same from year to year, unless the Department informs the managers of a change. Notice of the day of the inspector's annual visit is given beforehand to the managers.

12. An inspector may visit any public elementary school at any other time without notice.⁽¹⁾

(1) One object will be to see how the ordinary routine work of the school is conducted, and whether the time-table is duly observed. It is usual, also, to check a few of the entries in the registers taken at random, so as to ascertain whether the attendances are accurately marked. See instructions to inspectors (pages 68, 74, and 86).

These visits may also be made (see art. 32 (b)) to ascertain whether the requirements of the Department have been carried out.

13. Grants are issued to each elementary school only once per annum. The year for this purpose is reckoned as ending with the last day (inclusive) of the month preceding that fixed for the inspector's annual visit.

Exceptions :—

- An instalment of the grant conditionally due may be paid—
- (a.) When the inspector's visit is postponed, owing to a change in the month of inspection (Article 11), for three months or upwards.
 - (b.) When from an epidemic, or other unavoidable cause, the inspection cannot be held within three months after the date at which the grant is due.

This year (usually called the "school year") regulates not only the issue of the "grant," but also the preparation of all accounts and statistics relating to the school, and in nearly every case the commencement and termination of the apprenticeship of pupil-teachers.

14. No school is placed on the list for inspection (Article 11) till an application has been addressed to the Secretary, Education Department, Whitehall, London, S.W.⁽¹⁾

Full instructions are thereupon issued according to the particulars of the case.⁽²⁾

(1) As the grant may be refused in the case of any school considered by the Education Department as "unnecessary" (see art. 7 above), it will be well to make preliminary inquiry before undertaking any responsibility as to the management of a school dependent upon such aid. The application referred to in this article should be made as soon as the arrangements for opening a school are settled. Sec. 99 of the Act of 1870 provides that "the managers of every elementary school shall have the power to fulfil the conditions required in order to obtain a parliamentary grant, notwithstanding any provisions contained in any instrument regulating the trusts or management of their school."

(2) See also chapter on "Correspondence with Education Department," &c., post, page 60.

15. a. The managers of a school must appoint a correspondent with the Department, and must give notice to the Department of any change of correspondent.

b. Teachers cannot act as managers of, or correspondents for, the schools in which they are employed; nor can they be recognised by the Department on the staff (Article 39) of any school to which grants are made if they are members or officers of school boards.⁽¹⁾

c. The term managers includes—

- (1.) The school board of any district.
- (2.) The managers of a school appointed by a school board under section 15 of the Education Act, 1870.⁽²⁾
- (3.) The managers of any other public elementary school.

(1) Acting teachers of government-aided schools were elected on several of the school boards first established after the passing of the Act of 1870; but now they are precluded from occupying such positions, nor can they become recognised officers of school boards, even though the duties of such office should not interfere with their ordinary school duties. This prohibition

does not of course apply to teachers who are not engaged in any public elementary school.

(2) See also chapter on "Managers," at page 239 of "Handbook on the Practical Administration of the Education Acts," &c., &c., published by Wm. Isbister, Limited.

CHAPTER I.

Simply recites section 96 of the Act of 1870, respecting the discontinuance of Building Grants.

CHAPTER II.

ANNUAL GRANTS.

PART I.—ELEMENTARY SCHOOLS.

SECTION I.

Preliminary Conditions.

17. Before any grant is made to a school (Article 4) the Department must be satisfied that—

- (a.) The school is conducted as a public elementary school (Article 6); the time-table is recognised by the Department as approved by them for the school; and no child is refused admission to the school on other than reasonable grounds.⁽¹⁾
- (b.) The school is not carried on under the management of any person or persons who derive emolument from it.
- (c.) The school premises are healthy, well lighted, warmed, drained, and ventilated, properly furnished, supplied with suitable offices,⁽²⁾ and contain sufficient accommodation for the children attending the school.*
- (d.) The principal teacher is certificated (Article 43), and is not allowed to undertake duties, not connected with the school, which occupy any part whatever of the school hours, or of the time appointed for the special instruction of pupil-teachers⁽³⁾ (Schedule II., 5).

Exception : (1)—

The teachers of evening schools need not be certificated, if they are,—

- (1.) Pupil-teachers who satisfy the conditions of Article 60;⁽⁴⁾ or
- (2.) Upwards of eighteen years of age (Article 42), and approved by the inspector.

* In administering this Article, the Department will endeavour to secure at least 80 cubic feet of internal space, and 8 square feet of area, for each child in average attendance; but in a school erected with the aid of a loan sanctioned by the Department, the average attendance should not exceed the number of children for whom the Plans were approved by the Department. If in the neighbourhood of any school there is a deficiency of accommodation which the school board are actively engaged in supplying, the accommodation of that school will, for the present, be calculated according to the usual rule.

- (e.) Due notice is given to the Department of any changes⁽⁶⁾ in the school staff (Article 39) which occur in the course of the year. The first grant to a school is, as a rule, computed from the date at which (1) the appointment of a certificated teacher is notified to, and recognised by, the Department; or (2) the acting teacher passes the examination for a certificate (Article 44).

Exceptions (to d and e):—

A grant may be paid subject to the fulfilment of the usual conditions, for the year ending at the date of the inspector's visit to a school (Article 13), if his report on the school is satisfactory; and

- (1.) *A certificate is thereupon issued to the teacher under Article 59; or*
 - (2.) *The teacher is recommended for admission to the next examination for a certificate (Article 47 (b) 2). But the grant in this case will not be renewed, unless in the meantime the teacher has passed (Article 49) the examination for a certificate, or been replaced by a certificated successor.*
- (f.) The girls in a day school are, as a rule, taught plain needlework * and cutting out as part of the ordinary course of instruction.⁽⁷⁾
- (g.) All returns called for by the Department or by Parliament are duly made; the admission and daily attendance of the scholars carefully registered by, or under the supervision of, the teacher (Article 67); accounts of income and expenditure, accurately kept by the managers, and duly audited; † and all statistical returns and certificates of character (Articles 67, 77, and 80) may be accepted as trustworthy.⁽⁸⁾
- (h.) Three persons have designated one of their number to sign the receipt for the grant on behalf of the school.

Exception:—

The treasurer of a school board signs the receipt for grants to schools provided by the board.

- (i.) The income of the school is applied only for the purpose ‡ of public elementary schools (Elementary Education Act, 1876, sec. 20).

- (1) The non-payment of the ordinary school fee as approved by the Department, or the migration of children from school to school without suffi-

* This includes darning, mending, marking, and knitting; but no fancy work of any kind may be done in school hours.

+ In the Isle of Man the accounts of every school will be audited and certified by the auditor of the Board of Education for the island.

‡ This may include part of the salary of an organizing teacher, or of a teacher of drill, cooking, or any other special subject employed by the managers of several schools; (9) but not expenditure on Sunday schools, school treats, or any outlay on the premises beyond the cost of ordinary repairs, or for other purposes not recognised by the Department as educational. Any income from endowment, if spent according to the terms of the trust, is not affected by this rule.

cient cause at inconvenient periods of the school year, may probably be regarded among others as "reasonable grounds" of refusal (see also note (10) to sec. 10 and note (11) to sec. 40 of the Act of 1876). If any difficulty arise the Department shall be appealed to, and its decision is final.

(2) See "Instructions on Code," pages 68 and 74.

(3) For the form of agreement between managers and teachers suggested by the Department, see p. 84.

(4) This exception, it should be observed, applies to *all* the teachers of an evening school; not merely to the principal teacher.

(5) That is to say, who have satisfactorily completed their apprenticeship and have been specially recommended by H.M. inspector. During the continuance of their apprenticeship pupil-teachers cannot be employed in evening schools even as assistants (see note ‡ to art. 70).

(6) In notifying the *appointment* of a teacher the correspondent should state:—

(a) The Christian name and surname of the teacher in full (and if the teacher is a married woman, her maiden name).

(b) The exact date when the teacher commenced duty.

(c) The school in which the teacher was last employed.

In the case of an uncertificated assistant teacher the correspondent should also state the name of the school (if any) in which the teacher's apprenticeship was completed.

When a teacher leaves, it is sufficient to notify the simple fact (with the date of leaving) to the Department in an ordinary letter.

(7) As to needlework as an extra subject, with special grant, see art. 19, C. 2.

(8) See supplementary rules in Fifth Schedule to Code (page 43), also the circular letter of Department as to registers and returns (page 86), and the circular on school accounts (page 100, &c.). In their report for 1874-75, the Department refer to inaccuracies which had been discovered in the registers of several schools, and add, "We propose in future to publish a list of these cases in our Annual Report, stating the name of the school in which they occur, with that of the teacher, and the penalty inflicted."

(9) It should be observed that these teachers of special subjects need not be qualified under art. 41, and that school boards may combine with the managers of voluntary schools in the manner suggested in the Department's note.

18. The grant may be withheld, if, on the inspector's report, there appears to be any serious *prima-facie* objection. A second inspection, by another inspector, is made in every such instance, and if the grant be finally withheld, a special minute of the case is made and recorded.

*Grants to Day Schools.**

19. The managers of a school which has met not less than 400† times, in the morning and afternoon, in the course of a year, as defined by Article 13, may claim at the end of such year—

* For further information respecting amount of grant obtainable, see pages 61 and 62.

† *Exceptions:*—

i. If a school is employed for the purpose of taking the poll at a *Parliamentary election*, under sec. 6 of the Ballot Act, 1872, the number of meetings during which the managers are deprived of the use of the school, *solely* in consequence of its being so employed, may, if necessary, be counted in making up,—

1. The 400 meetings of the school; or,

2. The 250 attendances of any scholar who was under instruction in the school the week before it was occupied for election purposes.

ii. If a school claiming annual grants for the first time has not been open for the whole year (art. 13); or, if a school has been closed during the year, under

- A. The following sums per scholar, according to the average number in attendance throughout the year (Article 26).
- (1.) 4s.*
 - (2.) 1s. if singing forms part of the ordinary course of instruction.
 - (3.) 1s. if the inspector reports that the discipline and organization are *satisfactory*.

The inspector will bear in mind, in reporting on the organization and discipline, the results of any visits without notice (Article 12) made in the course of the school year; and will not interfere with any method of organization adopted in a Training College under inspection if it is satisfactorily carried out in the school. To meet the requirements respecting discipline, the managers and teachers will be expected to satisfy the inspector that all reasonable care is taken, in the ordinary management of the school, to bring up the children in habits of punctuality,⁽¹⁾ of good manners and language, of cleanliness and neatness, and also to impress upon the children the importance of cheerful obedience to duty, of consideration and respect for others, and of honour and truthfulness in word and act.

B. For every scholar, present on the day of examination (Article 11), who has attended (Article 23) not less than 250[†] morning or afternoon meetings of the school:—

1. If above four,⁽²⁾ and under seven, years of age at the end of the year (Article 13),—
 - (a.) 8s. if the infants are taught as *a class* of a school, suitably to their age, and so as not to interfere with the instruction of the older children;⁽³⁾ or
 - (b.) 10s.[‡] if the infants are taught as *a separate*⁽⁴⁾ *department*, by a certificated⁽⁵⁾ teacher of their own, in a room properly constructed and furnished for their instruction.
2. If more than seven⁽⁶⁾ years of age, subject to examination (Articles 28, 29),—
 - (a.) 3s. for each pass in reading, writing, or arithmetic; or

medical authority, on account of a local epidemic, or for any unavoidable cause, a proportionate reduction is made from the number of meetings (400) and attendances (250) required by this article.

It should be observed that where any number of meetings have been lost in consequence of the school being used for the purpose of a Parliamentary election, the whole number of attendances lost may be deducted both from the 400 and 250 specified, but that if the school is closed, say for a week, on account of an epidemic, the whole number of attendances may be deducted from the 400, but only a proportionate part (*i.e.* $\frac{250}{400} = \frac{5}{8}$) from the 250.

* In schools to which grants fall due on and after April 30th, 1879, 1s. per head of this grant for infant girls will be conditional on their passing a satisfactory examination in needlework, according to the Third Schedule. (Note 6.)

† See note † page 7.

‡ The lower rate (a) only will as a rule be allowed if children above nine years of age are retained in the school.

- (b.) 4*s.* for each such pass in an infant school* or department.⁽⁷⁾ (Article 19 B. 1 b.).
3. No grant will be paid (under this Article or Article 21) for any scholar who passes in only *one* of these three subjects (Article 29 b.).
 4. The results of the examination of each scholar will be communicated to the managers.⁽⁸⁾
 5. No scholar who has made the prescribed number of attendances may (without a reasonable excuse) be withheld from examination.⁽⁹⁾

Exception :—

The managers may withhold from examination in the 1st Standard children, under 8 years of age, of delicate health, or whose previous attendance at school has been short or irregular.

6. A "child's school book" (see Regulations made by the Department, under section 24 of the Elementary Education Act, 1876)⁽¹⁰⁾, must be deposited with the teacher, in proof of age, *by every child admitted to a school after the 1st of January, 1878.*
- C. 1. The sum of 2*s.* (or 4*s.*) per scholar, according to the average number of children, above seven years of age, in attendance throughout the year (Article 26), if *the classes* from which the children are examined above Standard I. pass a creditable examination in any one (or two) of such definite subjects of instruction † as are shown by the time-table to have been taught throughout the year through reading lessons, illustrated if necessary by maps, diagrams, specimens, &c., and according to a graduated scheme which the inspector reports to be well adapted to the capacity of the children.‡⁽¹¹⁾.
2. Grammar and plain needlework may be taken as subjects under this paragraph (C).⁽¹²⁾ The extent of the examination in grammar is indicated by the passages printed in italics in Article 28. The examination in needlework will be conducted according to the Third

* The lower rate (*a*) only will as a rule be allowed if children above nine years of age are retained in the school.

+ E.g., geography, natural history, physical geography, natural philosophy, history, social economy, &c. The class subjects (some of which, in the form of object lessons, may have been begun in the infant school) may be taught continuously throughout the school; or the school may be arranged in two divisions, the upper division (Standard V. and upwards) taking one subject, and the lower division another;—such as natural history in the lower division and natural philosophy or geography in the upper. The two subjects will, in this latter case, for the purpose of a grant, be treated as one; and one half of the scholars examined in each subject must pass creditably to entitle the school to a (2*s.*) grant.

‡ This change will take effect in schools to which grants fall due after 30th September, 1881; and the scheme should be submitted to the inspector for approval at his previous annual visit.

Schedule, and will extend to girls presented in Standard I.

3. In districts where Welsh is spoken the intelligence of the children examined under any paragraph of this Article (19) may be tested by requiring them to explain in Welsh the meaning of passages read.
4. No scholar who has made the prescribed number of attendances, or has, at the date of inspection, been for six months on the register may (without a reasonable excuse for absence on the day of the inspector's visit)^(*) be withheld from examination under this paragraph (C.); and one half of the children so examined must pass creditably.
5. The mode of examination (whether oral or on paper)* is left to the discretion of the inspector.
6. Only 1s. (or 2s.) per head will be paid under this paragraph (C.), unless 20 per cent. of the scholars examined under Article 19 B. 2 (a.) are presented in Standard IV. and upwards.
7. In mixed schools, if the girls take needlework and the boys another subject, a grant may be paid on the average attendance of boys and girls separately (1 October, 1881).
- D. A special grant† of 10*l.* (or 15*l.*), subject to a favourable report from the inspector, if the population of the school district in which the school is situate, or within two miles, by the nearest road, from the school is less than 300 (or 200) souls, and there is no other public elementary school recognised by the Department as available for the children of that district or population.
- E. The sum of 40*s.* (or 60*s.*) in respect of each pupil-teacher‡ required by Article 32 (e.),⁽¹³⁾ who satisfies fairly (or well) the conditions of Article 70 (e.).
- F. Payment of the school fees of children who hold honour certificates (see Regulations made by the Department, under section 18 of the Elementary Education Act, 1876).

N.B.—The special grants under paragraphs D and F are not taken into account in making a reduction under Article 32 (a.).

(1) See the note to sec. 22 of the Act of 1873 in "Handbook on the Practical Administration of the Elementary Education Acts," &c., &c.

(2) The attendance of infants between three and four years of age may be taken into account in calculating the grant for average attendance; and such attendances will count as part of the required 250 attendances

* See Supplementary Rules 8 and 9 (Fifth Schedule). Examination on paper will, as a rule, be confined to scholars above Standard IV.

† See Elementary Education Act, 1876, sec. 19 (2 and 3).

‡ This grant should be divided between the teacher and pupil-teacher in such proportion as the managers may determine.

providing the children be four years old at the time of presentation to inspector. The attendances of children under three years old are to be separately registered so as to be taken into account in calculating accommodation, also in determining the teaching staff required; but they are *not* taken into account in calculating the grant.—(From "Instructions on Administration of Code," see page 69.)

(3) In the case of mixed schools to which infants are admitted, the grant to the whole school, and not merely that on account of the infants, will be endangered, unless the arrangements for their instruction are carefully attended to. The paragraph in "Instructions on Administration of New Code in reference to this Art. (19 B. 1 (a)) should be carefully noted.

(4) To earn the full grant of ten shillings per head the infants must be taught in a room specially set apart for their use, and by a teacher exclusively employed in their instruction.

(5) In small schools with less than sixty infants in attendance the teacher may be an ex-pupil-teacher provisionally certificated (see the "Instructions on the Administration of the New Code," *ubi supra*).

(6) See "Instructions to Inspectors on the Examination of Children," page 74.

(7) It will be seen that under some circumstances it may be to the interest of managers to retain children over seven years of age in the infant school instead of at once passing them up to higher departments.

(8) For this purpose the teachers are required to present to the inspector at the time of his examination duplicate of the schedule which contains the names of the children to be examined. This duplicate is filled up by the inspector with particulars of the passes or failures of the several children, and is returned to the correspondent of the school, either before or along with the form, containing extracts from the report of H.M. inspector and a statement of grant allowed. See also the Regulations of the Education Department as to Honour Certificates (page 52).

(9) In cases of illness medical certificates should, if possible, be produced. In a "Circular as to Attendance" the Department names illness, tempestuous weather, removal from the district, among reasons for non-attendance which may be accepted as *bona fide*. When children who are qualified by attendances are withheld, their names and the reasons for their non-presentation must be entered on a special form, called an exception schedule, which must be submitted to the inspector at the time of his examination. If the reason for withholding the child does not appear to the inspector to be satisfactory, he is empowered to transfer the name from the exception to the examination schedule, and to mark the child thereon as having failed in all three subjects, a course which under art. 21 (c) may affect the grant for specific subjects. As to the manner in which the names of the children are to be entered on the Examination Schedule, see Supplementary Rules 5—7, *post*, pages 43 and 44.

(10) These regulations (of which Nos. 20—22 relate to this subject) will be found at pages 54—57.

(11) It will be observed it is not necessary that each individual scholar should pass in the two subjects selected providing *the classes* pass a creditable examination. In reference to what constitutes a creditable examination see art. 19, C. 4. As this grant is made upon the average attendance of children over seven years of age, it is necessary that the attendances of children under that age should be marked separately from the rest of the school.

(12) The requirement that needlework should be taught "according to a system previously approved by the inspector" is, it will be seen, limited to the case in which that subject is presented as one of the class subjects for special grants under Art. 19, C. 1, and does not extend to the ordinary instruction of the subject, though even in the latter case some such definite system is desirable.

(13) In calculating for the purpose of this article, the full number of pupil-teachers allowed are returned before assistants are taken into account for the purposes of any reduction.

20. 150 attendances are accepted in place of 250 (Article 19 B.), in the case of scholars who,

(a.) Being ten years of age or upwards,

(1.) Are required to attend school half-time under any Act, or bye-law of a local authority; *⁽¹⁾ or

(2.) Are certified by the managers to be beneficially and necessarily at work when not at school.†⁽²⁾

(b.) Reside two miles, or upwards, from the school.

(1) See chapter on the exemption clauses, &c., &c., page 241 of larger work, and note (11) to sec. 74 of the Act of 1870. The privilege annexed to the smaller number of attendances (half time or rural) does not accrue at all until their number *in the year* (art. 13) reaches 150—e.g.:—

A. B., who makes 50 attendances as a half-timer in the course of the year, must make 200 attendances as an ordinary scholar to qualify him for examination.

B. C., who makes 150 attendances while under ten, must make 100 attendances when over ten to qualify him for examination. (“Instructions on Code.”)

(2) The managers are to certify on Form IX. how such children were employed. The article was framed to meet the case of children employed in agriculture.

21. If the time-table of the school has provided for the continuous teaching throughout the year of one or more specific subjects of secular instruction according to the table in Schedule IV.—

- a. A grant of 4s. per subject may be made for every day scholar, presented in Standards IV.—VI. (Article 28) who passes a satisfactory examination in not more than *two* of such subjects which have not been taken during the year as class subjects (Art. 19 C.).⁽¹⁾
- b. Any scholar who has previously passed in Standard VI. may, if qualified by attendance, be presented for examination in not more than *three* of such specific subjects.
- c. No payment will be made under this Article if less than 75 per cent. of the passes attainable in the Standard Examination, by the scholars presented for examination (Article 28), has been obtained.
- d. No grant may be claimed under this Article on account of any scholar who has been examined, in the same subject, within the preceding year, by the Department of Science and Art.†
- e. A scholar may not be examined a second time in the same stage of a specific subject, unless entitled to be presented under Art. 29 b; nor, after being examined in a subject, may the scholar change it for another before completing § the first.⁽²⁾

* A school board or school attendance committee (Elementary Education Act, 1876, secs. 7 and 33).

† This rule will meet the case of children who attend school half-time without any legal obligation. In a district under bye-laws it does not apply to children within the ages affected by such bye-laws. In other districts it applies to those children only who have already passed the 3rd Standard (or 4th Standard after 1st January, 1881), or have obtained certificates of previous due attendance at school for four years (1880), or five years (1881).

‡ See *Science Directory*, Section II. “No pupil in an elementary school, receiving aid from the Education Department, Whitehall, may be presented for examination by the Science and Art Department, in any subject of science, who has not passed Standard VI. of the New Code: nor who has been examined within the preceding six months in the same subject by Her Majesty’s Inspectors.”

§ See footnote (*) to Schedule IV.

f. Every girl presented under this Article in schools to which grants are due, after the 31st August, 1880,* must take both branches of domestic economy (Schedule IV., Column 10), but a grant of 2s. will be made for a pass in either branch.

(1) For statement showing grants which may be earned by elementary schools of various kinds, see pages 61, 62.

(2) It should be noted that this Art. requires a child to be passed on from one stage to another of a specific subject whether he has *passed* in the former or not, provided he has been examined in it. In reply to inquiries the Department have stated that a child may be examined in the second or third stages without having been previously examined in the first or second.

Grants to Evening Schools (Articles 106—112). †

22. The managers of a school which has met not less than 45 times in the evening, in the course of a year, as defined by Article 107, may claim (Articles 108 and 109),—

(a.) The sum of 4s. per scholar, according to the average number in attendance throughout the year (Article 26).

(b.) For every scholar who has, in the year, been under instruction, in secular subjects, for not less than 40 hours⁽¹⁾ during evening meetings of the school 7s. 6d., subject to examination (Article 28), viz., 2s. 6d. for passing in reading, 2s. 6d. in writing, and 2s. 6d. for passing in arithmetic.⁽²⁾

(1) It should be noted that it is not 40 attendances but 40 hours that are here required.

(2) Scholars in evening schools are not examined in the class subjects particulars of which are printed in italics in Art. 28, but "if females attending the evening school are not all taught in it to sew, the mistress who teaches sewing in the day school must herself ascertain that each of them for whose examination a grant is claimed can sew with competent skill, and must add her initials in witness thereof to each name in the examination Schedule."

Calculation of Attendance.

23. Attendance at a morning or afternoon meeting may not be reckoned for any scholar who has been under instruction in secular subjects less than two hours‡ if above, or one hour and a half§⁽¹⁾ if under, seven years of age; nor attendance at an evening meeting for any scholar who has been under similar instruction less than one hour.

(1) The interval for recreation may be fixed at the time considered best, and need not be deferred till the one hour and a half has expired, though in the case of children under seven the time devoted to recreation must not be

* Up to this date the corresponding Article of the Code of 1878 remains in force.

† For information respecting amount of grant obtainable, see page 61.

‡ This may include an interval of 15 minutes for recreation during a meeting of 3 hours, or of 5 to 10 minutes in a shorter meeting.

§ Not including any time allowed for recreation.

included in the reckoning under this article; that is, there must be fully one hour and a half given in addition to the time allowed for recreation. As to the marking of attendances, see Supplementary Rule 11, *post*, page 44, and the circular of the Education Department on the subject, page 72. As to arrangement of times for religious instruction see Minutes on approval of time-tables, dated 7th February, 1871, and 2nd April, 1878.

24. Attendance of boys at military drill,⁽¹⁾ under a competent instructor, or of girls at lessons in practical cookery,⁽²⁾ approved by the inspector, may, in a day school, be counted as school attendance for not more than forty hours in the year, and (in the case of drill) two hours a week.⁽³⁾

(1) Usually arrangements are made for drill instructors (where such are employed) to attend at the various schools at fixed times. But not more than one hour at a time should be devoted to drill. See circulars and memorandum on this subject, page 73.

(2) Some school boards have arranged for the attendance of elder girls from several schools at one centre for collective lessons in practical cookery, thus avoiding the multiplication of lectures for small classes, and also reducing the outlay in apparatus, &c.

(3) No payment on account of these subjects is made by the Department, but if the results are not satisfactory, the time taken for them may be disallowed (see Circular of the Education Department, page 77). The result of this disallowance might, if it reduced the recognised attendances of the school to less than 400, lead to the withdrawal of the entire grant; and even where it did not have this effect, it would seriously diminish the number of children qualified for examination, and proportionately reduce the grant to the school.

25. Attendances may not be reckoned for any scholar in a day school under three or above eighteen, or, in an evening school, under twelve or above twenty-one, years of age.

26. The average number in attendance for any period is found by adding together the attendances of all the scholars for that period, and dividing the sum by the number of times the school has met within the same period; the quotient is the average number in attendance.

27. In calculating the average number in attendance, the attendances of half-time scholars reckon for no more than those of other scholars.

Standards of Examination.⁽¹⁾

28.	STANDARD I.	STANDARD II.	STANDARD III.	STANDARD IV.	STANDARD V.	STANDARD VI.
Reading.*	To read a short paragraph from a book, not confined to words of one syllable.	To read a short paragraph from an elementary reading book.	To read a short paragraph from a more advanced reading book.	To read a few lines of <i>prose</i> or poetry selected by the inspector.	Improved reading.	Improved reading.
Writing.	Copy in manuscript a line of print, on slates or in copy books, at choice of managers; and write from dictation a few common words.	A sentence from the same book, slowly read once, and then dictated. Copy books (large or half-text) to be shown.	A sentence slowly read out once and then dictated from the same book. Copy books to be shown (small hand, capital letters, and figures).	Eight lines slowly read out once and then dictated from a reading book. Copy books to be shown (improved, small hand).	Writing from memory the substance of a short story read out twice; spelling, grammar, and handwriting to be considered.	A short theme or letter; the composition, spelling, grammar, and handwriting to be considered.
Arithmetic.	Notation and numeration up to 1,000. Simple addition and subtraction of numbers of not more than four figures, and the multiplication table, to 6 times 21.	Notation and numeration up to 100,000. The four simple rules to short division (inclusive).	Notation and numeration up to 1,000,000. Long division and compound addition and subtraction (money).	Compound rules (money) and reduction (common weights and measures).†	Practice, bills of parcels, and simple proportion.	Proportion, vulgar and decimal fractions.
Grammar.		(1.) To point out the nouns and verbs in the passages read or written.	(1.) To point out the nouns, verbs, adjectives, adverbs, and personal pronouns.	(1.) Parsing of a simple sentence.	(1.) Parsing with analysis of a "simple" sentence.	(1.) Parsing and analysis of a "complex" sentence.

N.B.—As to the words printed in italics, see Article 19 C 2. For other class subjects (to be arranged with the inspector), see Article 19 C 1.

(1) See circular letter of Department giving instructions to inspectors on examination of children (pages 74—83), also "Supplementary Rules" at pages 43 and 44.

* Reading after Standard I. will be held to include intelligence and fluency, increasing with each Standard. It will be tested in the ordinary class books, if approved by the Inspector; but these books must be of reasonable length and difficulty, and unmarked. If they are not so, books brought by the Inspector will be used. Every class ought to have two or three sets of reading books. The class examination (Article 19 C.) will be conducted so as to show the intelligence, and not the mere memory of the scholars. The new subjects introduced into Article 28 are mainly taken, with the same object, from the 4th Schedule (specific subjects) in the Code of 1874.

+ The work of girls will be judged more leniently than that of boys; and the Inspector may examine scholars in the work of any standard lower than that in which they are presented, and in mental arithmetic suitable to the respective Standards.

† The "weights and measures" taught in public elementary schools should be only such as are really useful, such as Avoirdupois Weight, Long Measure, Liquid Measure, Time Table, Square and Cubical Measures, and any measure which is connected with the industrial occupations of the district.

29. Scholars may not be presented a second time for examination—

- (a.) under a lower Standard; or,
- (b.) under the same Standard, unless they fail to pass in more than one subject⁽¹⁾ in that Standard (Article 19 B. 3 and 4).

(1) The "duplicate schedules" (referred to in the note to art. 19 B. 4), returned to the managers after each annual inspection, will show in what subject (if any) the various scholars have passed. For the purpose of "Labour Certificates," a child will not be considered to have passed in a Standard unless he has passed in all three subjects (see Rule 14 in the Regulations of the Department in page 65).

30. } *Suspended Articles.*
31. }

Reduction of Grant.

32. The amount which may be claimed by the managers (Articles 19 to 22) may be reduced,⁽¹⁾—

- (a.) If it exceeds 17*s.* 6*d.* per scholar in average attendance during the year (Article 13), by its excess above the income of the school from all sources whatever,⁽²⁾ other than the grant; *provided that* this reduction is not to bring the grant below 17*s.* 6*d.* per scholar.*
- (b.) By not less than one-tenth, nor more than one-half in the whole, upon the inspector's report, for faults of instruction, discipline, or registration,⁽³⁾ on the part of the teacher, or (after six months' notice) for failure on the part of the managers to remedy any such defect in the premises as seriously interferes with the efficiency of the school, or to provide proper furniture, books, maps, and other apparatus of elementary instruction. If the inspector at a visit without notice (Article 12), not less than six months after intimation has been given of the requirements of the Department, reports that they have not been carried into effect, a deduction may be made from the next grant to the school.
- (c.) 1. If a staff of pupil-teachers (Article 70) is not provided⁽⁴⁾ at the rate of one for every 40 (or fraction of 40) scholars over 3 years of age in average attendance, after the first 60,—

A deduction, at the rate of 1*l.* for the year will be made on account of each of the first 20 scholars out of every 40 for whom a pupil-teacher is required but not provided.†

* See Elementary Education Act, 1876, secs. 19 (1) and 18.

† According to this rule,—

(1.) No pupil-teacher is required for the first 60 scholars.

(2.) One pupil-teacher is required for any number of scholars between 61 and 100, inclusive.

(3.) Two pupil-teachers are required for 101 to 140 scholars, and so on.

2. A certificated (Article 43) assistant teacher, or an assistant fulfilling the conditions of Article 79, is equivalent to two pupil-teachers.⁽⁵⁾
3. In mixed, girls, and infant schools a woman (not less than 18 years of age) who is employed during the whole day in the general instruction of the scholars, and in teaching sewing, is, if approved by the inspector, accepted as equivalent to a pupil-teacher.
- (d.) By one-twelfth for each month of interval between the employment of two certificated teachers (Article 17 d.). This reduction is not made if the interval does not exceed *three* months during which the school has been in charge of an uncertificated teacher.

(1) In addition to the reasons specified in this article, deductions may be made under Supplementary Rules 8 and 9, *post*, page 44.

(2) This, it would appear, will include income derived from a permanent endowment which was previously excluded (see Instructions to Inspectors in page 71).

(3) In reference to discipline, the Department state as follows, viz.:—"The habit of copying and prompting would be overcome if the children were periodically practised in examination. The managers would greatly benefit the school, as well as inform themselves of its progress, by holding quarterly examinations of it themselves according to the provisions of the Code. If the children prompt and copy from each other another year, those who do so will not only lose their own grants, but will discredit the general discipline of the school, and cause a reduction of its grant under art. 32 (b)." As to registration, see circular letter of Department on "School Registers and the Method of keeping them," at page 86. See also "Supplementary Rules" in Fifth Schedule of Code.

(4) It will be observed that while the minimum staff necessary to prevent the imposition of a fine by way of reduced grant is here indicated, it by no means follows that a school ought to be worked with so small an amount of teaching power. The School Board for London allows about one assistant or two pupil-teachers for every sixty or fractional part of sixty children, after the first thirty, and other boards are equally liberal in their arrangements, by means of which thorough efficiency and, as a natural result, increased grants are secured. See chapter on teaching staff in Part III. of "Practical Hints on the Administration of the Education Acts," &c., &c. There must not be more than two pupil-teachers for every certificated teacher serving in a school (see art. 70 (g) and foot-note thereto).

(5) It will often be found advisable to employ qualified assistant teachers rather than have the full proportion of pupil-teachers and monitors allowed by Articles 70 (g) and (i).

33. If the excess of scholars has arisen from increased attendance of children since the last settlement of the school staff (Article 39), the amount claimed by the managers is not reduced under Article 32 c.

School Diary or Log-Book.

34. In every school receiving annual grants, the managers must provide out of the school funds, besides the Code for the year and registers of attendance (Article 17 g)—

- (a.) A diary or log-book.
- (b.) A portfolio¹ to contain official letters, which should be numbered (1, 2, 3, &c.) in the order of their receipt.

(1) The official letters of the Education Department are usually on foolscap folio paper, therefore the most convenient size for the portfolio is about fourteen inches by nine inches, and it should have an index, either attached or loose, so as to afford an easy means of reference to all correspondence relating to the school. There should be only one portfolio for each group of departments, and the memoranda of agreement with pupil-teachers should be filed in it, along with all other official documents, which should be entered in the index according to date. In the case of board schools, all letters to the Education Department will naturally be kept in the ordinary official copy letter book, but it may be well to give references in the index, so that they may be readily traced.

35. The diary or log-book must be stoutly bound and contain not less than 300 ruled pages.

36. The principal teacher must make at least once a week in the log-book an entry which will specify ordinary progress, visits of managers, and other facts concerning the school or its teachers, such as the dates of withdrawals, commencements of duty, cautions, illness, &c., which may require to be referred to at a future time, or may otherwise deserve to be recorded.

Among other things to be entered in the log-book are (a) particulars of any temporary or permanent departure from the time-table, so far as secular instruction is concerned—where the change is to be permanent the entry must be signed by the correspondent; and (b) the certificates as to the pupil-teachers which are required by columns 1 and 2 of the first schedule.

37. No reflections or opinions of a general character are to be entered in the log-book.

38. No entry once made in the log-book may be removed or altered otherwise than by a subsequent entry.

39. The summary of the inspector's report after his annual visit, or any visit made without notice, and any remarks made upon it by the Department, when communicated to the managers, must be immediately copied *verbatim* into the log-book, with the names and standing (*certificated teacher of the — class, or pupil-teacher of the — year, or assistant teacher*) of all teachers to be continued on, or added to, or withdrawn from, the school staff, according to the decision of the Department upon the inspector's report. The correspondent of the managers must sign this entry, which settles the school staff for the year.

40. The inspector will call for the log-book and portfolio at every visit, and will report whether they appear to have been properly kept. He will specially refer to the entry made pursuant to Article 39, and he will require to see entries accounting for any subsequent change in the school staff. He will also note in the log-book every visit paid without notice (Article 12), making an entry of such particulars as require the attention of the managers.

SECTION II.

TEACHERS REFERRED TO IN THE PRECEDING SECTION.

41. The recognised classes of teachers are,—(a.) Certificated teachers. (b.) Pupil-teachers. (c.) Assistant teachers.

See, however, art. 32 (C) 3. It should be noted that teachers holding Irish, Canadian, or other similar certificates, are not recognised under this Code.

42. Lay persons alone can be recognised as teachers in elementary schools.

Certificated Teachers. (1)

43. Teachers in order to obtain certificates must be examined (Article 44), and must undergo probation by actual service in school (Article 51).

Examination.

44. Examinations are held in December of each year at the several training colleges under inspection (Article 100), and at such other centres as may be necessary.

45. A syllabus of the subjects of examination for male and female candidates respectively may be had on application to the Department (Article 14).

46. The names of teachers desiring to be examined must be notified by the managers of their schools to the Department before the 1st day of October preceding the examination.

47. The examination for certificates is open to,*—

(a.) Students who have resided for at least one year in training colleges under inspection; *or*,

(b.) Candidates (1) who are upwards of 21 years of age, and have either (2)—

1. Been employed for not less than two years as provisionally certificated teachers (Article 60); *or*,

2. Served as assistant teachers (Article 79) for at least twelve months (3) in inspected schools under certificated teachers and obtained a favourable report from an inspector on their skill in teaching reading and needlework (women).

Candidates who at the time of the examination are not teachers of schools to which annual grants are or may be made, must be recommended by the authorities of their college, or by the managers of the school in which they last served.

* (1) In cases where acting teachers obtain certificates under one of these articles no grants can be paid to their schools in respect of any period before the date at which they—(1) passed the examination for certificate; or (2) obtained (art. 59) a favourable report from the inspector. See also Instructions to Inspectors No. 12, at page 71.

* This article (read with art. 79) shows how persons who have not been pupil-teachers may qualify themselves for employment as teachers of public elementary schools.

(2) Candidates who have served in district or workhouse schools are also qualified upon certain conditions (see the circular of the Local Government Board, page 89).

(3) These twelve months need not have been served in the same school, nor, if the requirements of the next paragraph be complied with, need they immediately precede the date of the examination.

48. Teachers attending the examination may at their option take the papers of the first or second year's students (Article 102).

49. A list is published showing the successful candidates of each year, whether students or acting teachers, arranged in four divisions in the first, and three divisions in the second, year.

The result is also communicated to the managers in the case of acting teachers, and to the Training College in the case of students.

50. The relative proficiency of the candidates according to examination is recorded upon their certificates.

No information is, however, given as to how individual candidates have acquitted themselves in particular subjects.

Probation.

51. Candidates for certificates, after successfully passing their examination, must, as teachers continuously engaged in the same schools, obtain two favourable reports from an inspector, with an interval of one year (Article 13) between them; and, if the first of these reports be not preceded by service of three months (at the least) since the examination, a third report, at an interval of one year after the second report, is required. If the second (or third) report is favourable a certificate is issued.

This period of probation may to a great extent be served in a workhouse or district school (see the circular of the Local Government Board, page 89).

52. Teachers under probation satisfy the conditions which require that schools be kept by certificated teachers.

Certificates. (1)

53. Certificates are of three classes. No certificate is originally issued above the second class. The third (lowest) class includes special certificates for teachers of infants, and of small schools.

(1) See Mr. Ricks' report to School Board for London given at page 102.

Certificates of the First and Second Class.

54. Candidates who are placed by examination in any of the first three divisions (Article 49), receive certificates of the second class, which can be raised to the first class by good service only.

55. Certificates of the second class remain in force for 10 years from the date of their issue, after which interval they are open to revision according to the intermediate reports.

Service in a district or workhouse school will on certain conditions be recognised for the purposes of this art. (see the circular of the Local Government Board in page 89).

Certificates of the Third Class.

56. Candidates who are placed by examination in the fourth division (Article 49) receive certificates of the third class.

57. Certificates of the third class do not entitle the teachers to have the charge of pupil-teachers.

58. Certificates of the third class can be raised only by examination.

59. Certificates of the third class may be granted, without examination, upon the report of an inspector, to acting principal teachers who satisfy the following conditions :—

1. They must, at the date of the inspector's report,—
 - (a.) Be above 25 years of age;
 - (b.) Have been in charge of elementary schools for at least five years; and
 - (c.) Present certificates of good character from the managers of their schools.
2. The inspector must report,—
 - (a.) That they are efficient teachers;
 - (b.) That not less than 20 children, who had been under instruction in their schools during the preceding six months, were individually examined (Article 28); and
 - (c.) That at least 15 of the "passes" of these scholars in reading, writing, or arithmetic, were made in the second or some higher standard.
3. *No applications for certificates under this Article will be entertained which do not reach the Department (Article 14) on or before the 31st of March, 1881.*

See note (1) to art. 47 (b) and the paragraph relating to art. 59 2 (b) in "Instructions to Inspectors" (page 71).

59. (a.) In schools attended by infants only (under 7 years of age), the conditions of Article 59 (2) (b. and c.) are not required to be fulfilled.

59. (b.) In schools having a total population of less than 100 souls within three miles of them, for which no other school is available, the conditions of Article 59 (2) (b. and c.) and (3) are not required to be fulfilled.

59. (c.) Certificates under Articles 59 (a.) and 59 (b.) are granted to women only, and do not qualify the holders (Article 17 d.) of them for the charge of schools of any other class.

60. Pupil-teachers who have completed their engagement with credit, and who have passed satisfactorily either the examination for the close of their engagement (Schedule I.) or (Article 94) that referred to in Article 91, may, if specially recommended by

the inspector,* on the ground of their practical skill as teachers, be provisionally certificated in the third class for immediate service in charge of schools (Article 4) which have an annual average attendance of not more than 60† scholars.

61. After their 25th year of age (completed) their provisional certificates must have been exchanged for permanent certificates (Article 43) or are *ipso facto* cancelled.

61. (a.) The provisional certificate is confined to an entry of the pupil-teacher's name in a register kept by the Department, and does not involve the issue of any certificate to the pupil-teacher.

62. The managers of several schools may combine to employ an organizing teacher to superintend the certificated teachers of these schools. (*See foot-note to Article 17 (i.).*)

Rating of Certificates issued before the 1st of January, 1871.

63. Certificates of the first or second class issued before the 1st of January, 1871, are rated as of the first class.

64. Certificates of the third class, or upper grade of the fourth class, and infant school certificates of the first class, issued before the 1st of January, 1871, are rated as of the second class. Such certificates will be open to revision at the end of 10 years from the date of their issue, or of their last revision.

65. Certificates of the lower grade of the fourth class and infant school certificates of the second class, issued before the 1st of January, 1871, are rated as of the third class.

66. The class of any certificate not yet issued will be fixed by Articles 54 and 56.

Reports of Managers and Inspector.

67. The managers must annually state whether the teacher's character, conduct, and attention to duty have been satisfactory.

These reports are usually made only in Form IX.—the form on which all annual returns are made.

68. The inspector reports of each school visited by him whether it is efficient in organization, discipline, and instruction.

69. A certificate may, at any time, be recalled, suspended, or reduced under Articles 67 and 68, but not until the Department has, through the managers, given the teacher an opportunity of explanation.

Pupil-teachers.

70. Pupil-teachers are boys or girls employed to serve in a day† school on the following conditions, namely:—

(a.) *That the school* is reported by the inspector to be—

1. Under a duly certificated teacher (Articles 43 and 57).

* The managers are informed (art. 39) at the close of a pupil-teacher's engagement whether the pupil-teacher can be provisionally certificated under this article.

+ If this number is exceeded, no grant is paid unless the excess of scholars has arisen from increased attendance of children since the last settlement of the school staff (Article 39).

† Pupil-teachers may not be employed in an evening school.

2. Held in suitable premises.
3. Well furnished and well supplied with books and apparatus.
4. Properly organized and skilfully instructed.
5. Under good discipline.
6. Likely to be maintained during the period of engagement.

(b.) *That the pupil-teachers be not less than 14 years (completed) of age at the date of their engagement.* (1)

(c.) Be of the same sex as the certificated teacher under whom they serve; but in a mixed school female pupil-teachers may serve under a master, and may receive instruction from him out of school hours (Schedule II. 5), on condition that some respectable woman,⁽²⁾ approved by the managers, be invariably present during the whole time that such instruction is being given.

(d.) Be presented to the inspector for examination at the time and place fixed by his notice (Article 11). (3)

(e.) Pass the examinations and produce the certificates specified in Schedule I.* (4)

(f.) *That the managers enter into an agreement in the terms of the memorandum in the Second Schedule to this Code. A copy of this memorandum is sent to the managers for every candidate approved by the Department, and unless duly completed does not satisfy Article 32 (e).*

(g.) That not more than two † pupil-teachers are engaged in the school for every certificated teacher serving in it.⁽⁵⁾

(h.) When the average attendance exceeds 180, a second adult, certificated or assistant (Article 79) teacher will be required.

(i.) Two *stipendiary monitors*⁽⁶⁾ will be allowed—

1. In place of a third pupil-teacher required by Article 32 (e); or
2. If less than three pupil-teachers are required by Article 32 (e), to fill, for two years, the place of one of them.

(k.) Stipendiary monitors must—

1. Be not less than 12 years of age at the date of their appointment;
2. Be recommended by the Inspector, at his annual visit (Article 11), after then passing the examination in reading, writing, and arithmetic for Standard IV., V., or VI.;

* A pupil-teacher whose success (art. 94) at the examination for admission to a training college is announced before the date of the examination for the close of the last year of his (or her) engagement, need not attend the latter examination for the purposes of art. 19 E., 60 or 75.

† The reduction from three to two pupil-teachers and the consequent changes in subsections (h) and (i) will commence with the schools to which grants become due after March 31st, 1881.

3. Pass the examination for the next higher Standard or (if admitted from Standard VI.) in the Standards generally, and in one or more specific subjects (Article 21), at the end of their first year;
4. Be paid a stipend fixed by the managers;
5. Assist for not more than three hours each day in the school, receiving, during the rest of the school hours, special instruction either by themselves or in one of the higher classes of the school. (7)

(1) Persons over twenty-one years of age are not usually accepted as candidates even for a short term unless under very exceptional circumstances. If such persons wish to become recognised teachers they may qualify for examination for a certificate under art. 47 (b) 3, or may attend the examination mentioned in art. 91.

(2) On the engagement of an assistant mistress or a sewing mistress for a mixed school arrangements may be made for her to perform this duty.

(3) This generally precedes, by a few weeks, the annual examination of the school, and the result is usually unofficially intimated to the teachers at the time of the last-mentioned examination. A failure in the examination for any year may entail the consequences mentioned in arts. 3 and 4 of the "Memorandum of Agreement," *post*, pages 36 and 37.

(4) Special instruction in the subjects of these examinations must be given without charge by a certificated teacher during *not less* than five hours per week, of which hours not more than two shall be part of the same day. The managers should also see that the instruction is given at times other than in the interval between the morning and afternoon meetings of the school (though this is not prohibited by the Department), as the break in the work is of great importance to health. The grant of 40s. (or 60s.) under art. 19 (e) is dependent upon the pupil-teacher passing these examinations fairly (or well). In reference to the plans which have been adopted by some school boards for supplementing the instruction here referred to, see page 309 of "Hints on the Practical Administration of the Elementary Education Acts," &c., published by Wm. Isbister, Limited.

(5) See notes on art. 32 (e) 1 and 2.

(6) Where stipendiary monitors are engaged at as early as twelve years of age, it will generally be found more convenient to have one in the first stage and one in the second, rather than two in the same stage. The latter course would in most cases necessitate the dismissal of one of the two when they had completed the second stage.

(7) Where a school board have several schools within a convenient distance of each other, or where the managers of a sufficient number of neighbouring schools combine for the purpose, it will probably be found most convenient to form in some central school a special class for these stipendiary monitors, and not to teach them with the scholars.

71. The Department is not a party to the engagement, and confines itself to ascertaining, on the admission of the pupil-teacher and at the end of each year of the service—

(a.) Whether the prescribed examination is passed before the inspector.

(b.) Whether the prescribed certificates are produced from the managers and teachers.

See the note to art. 67.

72. Whatever other questions arise upon the engagement may be referred to the Department (provided that all the parties agree in writing to be bound by the decision of the Department as final), but, otherwise, must be settled as in any other hiring or contract.

73. Vacancies in the office of pupil-teacher or stipendiary monitor which occur in the course of any year (Article 13) must not be filled up until after the next examination by the inspector.

This does not preclude the vacancy being filled up during the year by the transfer of a pupil-teacher from another school.

74. The candidate or candidates for such vacancies must be engaged in the meantime by the week only as temporary monitors, and the memorandum of agreement (Article 70*f*) will not be issued by the Department to the managers until the inspector's report has been examined.

75. Temporary monitors engaged by the week, pursuant to Article 74, for the supply of vacant pupil-teacherships during a current year (Article 13), satisfy Article 32 (*c*), provided—

(*a.*) That a sufficient number of candidates to complete the requisite proportion of teachers to scholars pass the next examination for admission (Article 77) to permanent engagements; and

(*b.*) That the vacancies are duly reported to the Department (Art. 17 *e*), and have been occasioned by causes which are accepted by the Department as satisfactory.

See art. 17 (*e*).

76. Except in the cases provided for by Article 75, each vacancy in a pupil-teachership during a current year (Article 13) works a forfeiture under Article 32 (*c*).

If such vacancy causes the staff to fall below the requirements of that article. If the staff is still sufficient, no forfeiture is incurred.

77. The qualifications and certificates required of candidates for admission, and of pupil-teachers in each year of their service, are regulated by the First Schedule annexed to this Code.

Pupil-teachers who have successfully completed their Engagement.

78. At the close of their engagement* pupil-teachers are perfectly free in the choice of employment. If they wish to continue in the work of education, they may become assistants in elementary schools (Article 79), or may be examined for admission into a training⁽¹⁾ college (Article 91), or may be provisionally certificated for immediate service in charge of small schools (Article 60).

(1) A list of the training colleges in receipt of annual grants from the Education Department is given at page 89. Towards the close of the engage-

* Pupil-teachers who leave their school before the completion of the full term of their engagement, as specified in the memorandum of agreement (Article 70*f*), will not be recognised under Article 60 or 79.

ment, if a pupil-teacher desires to enter one of these colleges, application should be made to the correspondent of the college selected, and forms upon which information is required by the authorities to be given will thereupon be supplied. If the application be approved and the applicant succeeds in passing the scholarship examination sufficiently well, notice will be given of the time at which the pupil-teacher may enter upon the course of training. The expenditure to be borne by the student is merely nominal, instruction, board, and lodging being provided free, and only a comparatively small admission fee being in most cases charged. See arts. 83 to 105.

Assistant Teachers.

79. Pupil-teachers who have completed their engagement with credit (having passed satisfactorily either of the examinations referred to in Article 60), and candidates, not having been pupil-teachers (Article 93 *c*), who have passed with success (Article 94) the examination referred to in Article 91, may serve as assistants in schools in place of pupil-teachers, without being required to be annually examined.

80. Such assistants cease to fulfil the conditions of Article 32 (*c*), if at any time the inspector reports them to be inefficient teachers, or if they fail to produce from the managers, and from the principal teacher, of their school, the same certificates of conduct, attention to duty, and obedience, as are required from pupil-teachers.

See column 2 in the Second Schedule and the note to art. 67.

81. A vacancy caused by the withdrawal of an assistant in the course of any school year (Article 13) may be supplied by the appointment of temporary monitors, pursuant to Articles 74, 75, or of another assistant, qualified according to Article 79.

82. Assistants make their own terms with the managers, both as to hours and wages.

82 (*a*). Assistants are counted as part of the school staff (Article 39) from the date at which their appointments are notified to, and approved by, the Department.

See art. 17 (*e*).

PART II.

TRAINING COLLEGES.

SECTION I.

83. A training college includes—

- (*a.*) A college, for boarding, lodging, and instructing candidates for the office of teacher in elementary schools; and
- (*b.*) A practising school, in which such candidates may learn the exercise of their profession.

84. No grant is made to a training school unless the Department is satisfied with the premises, management, and staff.

SECTION II.

GRANTS TO TRAINING COLLEGES.

85. Annual grants are made to practising schools (Article 83 *b*) on the same conditions as to other public elementary schools.

See arts. 17—32.

86. Grants are placed to the credit of each college of 100*l.* for every master, and of 70*l.* for every mistress who, having been trained in such college as a Queen's scholar (Article 96) during two years,—

(*a.*) Completes the prescribed period of probation (Article 51), and becomes qualified to receive a certificate as a teacher in a public elementary school, or in a training college;

(*b.*) Is reported by the proper department in each case to have completed a like period of good service as an elementary teacher in the Army or Royal Navy, or (within Great Britain) in Poor Law Schools, Certified Industrial and Day Industrial Schools, or Certified Reformatories.

As to service in poor-law schools, see the circular of the Local Government Board in page 89.

87. Teachers who have been trained for one year only may obtain certificates after probation (Article 51), or may be reported by the proper department, upon the same terms as others; and grants, of half the amounts specified in Article 86, may be placed to the credit of the colleges in which they were trained, provided—

(*a.*) They completed their training before 1st of January, 1864; or

(*b.*)* Are teachers of infants, having—

1. Received a complete and special course of training for that service in their colleges, which must have been previously recognised by the Department as providing such a course; and

2. Undergone their probation in infant schools.

88. The annual grant to each college is paid out of the sums standing to its credit (Articles 86, 87) at the beginning of the year, after the adjustment under Article 90 (*c.*).

Exception:—

This Article is not applied to a college for the first five years during which grants are made to it.

See the remarks on arts. 86—88 in "Instruction to Inspectors," page 71.

89. The grant must not exceed—

(*a.*) 75 per cent. of the expenditure of the college for the year, approved by the Department and certified in such manner as the Department may require.

* This article is cancelled in respect of teachers trained after the year 1878.

(b.) 50*l.* for each male, and 35*l.* for each female, Queen's scholar (Article 96), in residence for continuous training throughout the year for which it is being paid.

90. The annual grant to each college is paid as follows:—

(a.) An instalment of 12*l.* (males), or 8*l.* (females) is paid on 1st March, 1st June, and 1st September, in respect of every Queen's scholar (Article 96) in residence for continuous training throughout the year.

(b.) Part of the instalment of the 1st of September may be suspended, if payment of the full amount then due would cause the limit under Article 89 (a) to be exceeded.

(c.) The balance is adjusted as soon as the college accounts for the year have been closed, audited, and approved by the Department.

SECTION III.

ADMISSION INTO TRAINING COLLEGES.

91. An examination of candidates for admission into training colleges is annually held at each college in summer, commencing at 10 a.m. on the first Wednesday after the 2nd of July (9th July, 1879).

92. The examination extends to the subjects required in the course of a pupil-teacher's engagement (Schedule I.).

93. The candidates are selected, and admitted to the examination, by the authorities of each college on their own responsibility, subject to no other conditions, on the part of the Department, than that the candidates—

(a.) Intend *bona fide* to adopt and follow the profession of teacher in schools fulfilling the conditions of Article 86 (a) or (b).

(b.) If pupil-teachers have successfully completed their engagement, or will do so before the next following examination under Article 91.

(c.) Not having been pupil-teachers, will be more than 18 years of age on the 1st of January next following the date of the examination. This article will apply to pupil-teachers whose engagement may have been determined under section 6 of the memorandum of agreement (Article 70*f.*), (1) without discredit to themselves, and (2) for reasons approved by the Department.

94. The successful candidates are arranged in three classes in order of merit.

(a.) A place in the *third* class qualifies for employment as an Assistant Teacher (Article 79), but not for admission to a training college, or for a provisional certificate (Article 60).

95. The authorities of each college may propose to the Department for admission any candidate declared to be admissible pursuant to Article 94.

The selection of the candidates to be admitted is left to the authorities of the College. The fact of passing this examination does not guarantee admission to a College, as in most years the number of successful candidates considerably exceeds the vacant accommodation. Those candidates who are unable or do not wish to enter College may become assistant teachers under art. 79, and may subsequently obtain a certificate in the manner prescribed by art. 47 (*b*).

96. Such candidates when admitted are termed *Queen's Scholars*.

97. Before candidates are admitted—

(*a.*) The medical officer of the college must certify the state of their health to be satisfactory, and that they are free from serious bodily defect, or deformity; and,

(*b.*) They must sign a declaration signifying their intention conformably to Article 93 (*a*).

98. The authorities of each college settle their own terms of admission.

99. Upon proof by the authorities of any college that candidates have not fulfilled the conditions signed by them on admission into the college, the Department will refuse to grant teachers' certificates (Article 53) to such candidates, or to admit them to probation for certificates (Article 51).

SECTION IV.

EXAMINATION OF STUDENTS IN TRAINING COLLEGES.

100. An examination of the resident students is held in December at the several colleges. This examination will commence in 1879 on Monday the 15th of December, at 3 p.m.

101. No student may be presented for examination except such as, at the date of their admission, satisfied Article 93, and have been resident throughout the whole year. No such student may be left out.

102. The students have a different examination according as they are males or females, or are at the end of a first or second year of residence.

103. The first year's syllabus for females includes special subjects for the teachers of infants. Candidates who pass in these subjects, and complete their probation (Article 51) in schools for infants, receive special mention thereof (*stamp*) on their certificates.

104. Students who pass successfully through two years of training receive special mention thereof (*stamp*) on their certificates.

105. Students who fall into the fourth division (Article 49) at the end of the first year's residence are required to take up the first year's subjects again at the end of their second year.

Although teachers may, under art. 47, obtain certificates without being trained, yet trained teachers as a body are markedly superior to untrained;

first, because the authorities of the respective colleges naturally select for admission those candidates who have acquitted themselves best in the examination under art. 91, and who have the best certificates as to character; and, secondly, because they receive from specially qualified teachers a thorough course of instruction in the most approved methods of teaching.

PART III.

[SPECIAL PROVISIONS.

EVENING SCHOLARS.

106. The managers of any school to which annual inspection has already been promised (Article 11) may apply in writing, before the 1st of January, to the *inspector of the district* for an examination of their evening scholars (Article 22). The application must be renewed annually (before the same date) to the inspector and not to the Department.

107. Only one examination is held per annum of evening scholars in the same school, and it may be held on any day, between the 1st of January and 30th of April, that may be arranged with the inspector, provided that the school has met the required number of times (Article 22) since the date of the last examination.

108. *If the evening school is connected with a day school, in receipt of annual grants, and the accounts of the two schools are kept as one account,* the grant for the examination of the evening scholars is paid as part of the next annual grant to the whole school (Article 13).

109. *If the evening school is not connected with a day school, in receipt of annual grants, or, being so connected, has a distinct and separate account,* the grant is paid as soon as possible after the 30th of April; at which date, in such cases, the evening school year is considered to end.

110. The inspector may make arrangements for the examination, at some convenient centre, of the evening scholars of several schools.

111. A separate examination will not be held for any school, unless twenty scholars are to be presented to the inspector. If less than twenty scholars are to be presented, they can be examined only at a collective examination (Article 110), or at the same time with the day scholars. The number to be presented must be stated in the managers' annual application (Article 106) to the inspector.

112. The inspector may either hold the examination himself, or entrust it to an assistant approved by the Department.

Certificates of Proficiency under the Elementary Education Act, 1876,
under Bye-laws, or under any Labour Act.*

113. Certificates of proficiency will be granted only after an examination held, as hereinafter described, by one of Her Majesty's Inspectors of Schools, or his assistant. No separate examination of individual children will be held for the purpose.

113 (a). The Inspector, after any visit paid to a school with notice (Article 11), will grant such certificates as may be required for children who have reached the standard prescribed by, or pursuant to the provisions of, the Elementary Education Act, 1876, or of any bye-law of the local authority of the district, or of any act for regulating the education of children employed in labour.

113 (b). Certificates will be issued for those scholars only who pass † in all the three subjects in the prescribed standard, or in a higher standard.

114. For the purpose of these certificates the Inspector or his assistant will examine—

1. Any scholars in the school:

2. Other children, resident in the district, not being scholars in the school, allowed by the managers to attend the examination, on the application of the local authority of the district, † or of a local committee. §

115. When the candidates for certificates of proficiency in a district, not being scholars in an aided school, are more than fifteen in number, application for a *special examination* may be made by the local authority, or by a local committee, subject to the following regulations:—

(a.) The application shall be sent to the Inspector for the district not less than twenty days before the date at which it is desired that the examination should be held.

(b.) The local authority, or local committee, must specify the number of children to be presented for examination, and must undertake—

That all children within their district for whom certificates are needed will be allowed to attend the examination; and

That a convenient room will be provided for the examination on such day, and at such hour, as shall be fixed by the Inspector.

116. The special examination may also be attended by any child qualified by age for *full-time employment* who, having failed to pass at the examination of its school, in one or more of the three subjects in the standard prescribed in the district, either

* For regulations of Education Department, see page 54.

† A child may *pass* for payment in two subjects (Article 19 B, 3), but for a certificate of proficiency (Elementary Education Act, 1876, Schedule I,) is required to pass in all three.

‡ See Elementary Education Act, 1876, ss. 7 and 33.

§ Ibid., s. 32.

by the Act of 1876 or by the bye-laws of the district, wishes to be examined again for the purpose of obtaining a certificate.

116 (a). A child cannot be examined a second time until three months have elapsed since the date of the examination at which it failed, and must on each occasion be examined in all the three subjects of the standard in which it is presented.

117. The Inspector will not grant certificates to individual children. He will forward to the managers of each school at which he has held an examination, and to the local authority, or local committee, in the case of each *special examination*, a schedule showing the results of the examination of each child, and deputing the teacher of the school, or an officer of the local authority or local committee, to grant certificates to such children as have passed successfully.

117 (a). When this schedule is sent to the managers of a school, or to a local committee, they shall carefully preserve it for at least five years, and if a school is discontinued, the managers shall hand over to the local authority of the district the schedules then in their possession.

CHAPTER III.

PENSIONS.

118. A limited number of pensions will be granted to teachers who were employed in that capacity at the date (9th May, 1862) when the minutes* relating to pensions were cancelled:

- (1.) The proposed pensioner must—
 - (a.) Be a certificated teacher in a public elementary school, or training college, at the time when the pension is applied for.
 - (b.) Have become incapable, from age or infirmity, of continuing to teach a school efficiently.
 - (c.) Have been employed continuously since the 9th of May, 1862, as principal or assistant teacher in elementary schools, or training colleges.
 - (d.) Be recommended by Her Majesty's Inspector, and the managers of the schools served in.
 - (e.) Be sixty years of age (if a man), or fifty-five (if a woman), unless the pension is applied for on the ground of failure of health.
- (2.) Pensions will be granted to those teachers only who have been, during the seven years preceding the application on their behalf, employed in schools or colleges, under inspection, and are deserving of such assistance.
- (3.) Applications for a pension will be received only from the managers of the school or training college in which the teacher is serving at the date of retirement.

* Minutes of 25th August and 21st December, 1846; and 6th August, 1851.

(4.) These applications will be collected for decision, on their comparative merits, twice a year, about Lady Day and Michaelmas.

(5.) Teachers who entered on the charge of a school before 1851, will be regarded, *ceteris paribus*, as having the first claim.

(6.) The maximum number and value of pensions receivable at one time, in England and Scotland together, will be as follows:—

	£
270 { 20 pensions of 30 <i>l.</i> each	600
100 pensions of 25 <i>l.</i> each	2,500
150 pensions of 20 <i>l.</i> each	<u>3,000</u>
	6,100
Donations or special gratuities (each year)	400
	<u>6,500</u>

(7.) The pension will be paid half-yearly, on certificates proving identity and good behaviour.

CHAPTER IV.

REVISION OF CODE.

119. The Department, as occasion requires, may cancel or modify articles of the Code, or may establish new articles, but may not take any action thereon until the same shall have been submitted to Parliament, and shall have lain on the Table of both Houses for at least one calendar month.

120. The Code shall be printed each year, in such a form as to show separately all articles cancelled or modified, and all new articles, since the last edition, and shall be laid on the Table of both Houses within one calendar month from the meeting of Parliament.

121. The schedules and notes annexed to the Code shall have the same effect as the Articles of the Code, and shall be subject to the provisions of Articles 119 and 120.

122. The changes in this Code will not affect annual grants falling due before the 30th of September, 1880, or in the case of certain articles before the date prefixed thereto. Till that date the corresponding provisions of the Code of 1879 (Appendix, No. 4) remain in force.

(Signed) SPENCER,
Lord President of the Council.

A. J. MUNDELLA,
Vice-President of the Committee of Council
on Education.

F. R. SANDFORD,

Secretary.

Education Department,
3rd June, 1880.

FIRST SCHEDULE. QUALIFICATIONS AND CERTIFICATES OF PUPIL-TEACHERS

	1. Health.* N.B.—Copies of all these certificates should be entered in the Log Book.	2. Character and Conduct.	3. Reading and Repetition.	4. English Grammar and Composition.
For Admission (or end of 1st year if admitted before 1st May, 1878).	A medical cer- tificate that candidate is not subject to any infirmity likely to interfere with profession of teacher.	A certificate from ma- nagers that the moral character of the candi- dates and of their homes justifies an expectation that the instruction and training of the school will be seconded by their own efforts and the ex- ample of their parents.	To read with fluency, ease, and expression.	The noun, verb, and adjective, with their relations in a simple sentence; and to write from dictation in a neat hand, with correct spelling and punctuation, a passage of simple prose. <i>[In the following years, copy writing, one line of large hand and one of small hand, will be required.]</i>
End of 1st or 2nd year	Certificate from managers that pupil - teacher has not suffered any failure of health likely to incapacitate for profession of teacher.	1. Certificate of good conduct from the ma- nagers. 2. Certificate of punctu- ality, diligence, obedience, and attention to their duties, from the master or mistress.	To read as above; and to repeat 50 consecutive lines of poetry with just expression and knowl- edge of the meaning.	The pronoun, adverb, and preposition, with their rela- tions in a sentence; and to write from memory the sub- stance of a passage of sim- ple prose, read to them with ordinary quickness, or a short letter.
End of 2nd or 3rd year	Same as at end of first year, to- gether with one from a medical practitioner.	Same as above . . .	To read as above; and to repeat 40 consecutive lines of prose.	The conjunction, with the analysis of sentences; and to write full notes of a lesson on a subject selected by the in- spector.
End of 3rd or 4th year	Same as at end of first year.	Same as above . . .	To read as above; and to repeat 100 lines of poetry.	Recapitulation of the preced- ing exercises; the meaning in English of the Latin preposi- tions; and to write a letter, or to write from memory the sub- stance of a longer passage than at the end of second year.
End of 4th or 5th year	Same as at end of first year.	Same as above . . .	To read as above; and to repeat 80 lines of prose. <i>N.B.—The passages for repetition in prose and poetry must be of a secular character, and taken from some standard English writer, approved by Her Majesty's Inspector. The meaning and allusions if well known will alone for deficiencies of memory.</i>	Recapitulation of the pre- ceding exercises; to know something of the sources and growth of the English lan- guage; and to write an original composition on some simple subject selected by Her Majesty's Inspector.

* Scrofula, fits, asthma, deafness, great imperfections of the sight or voice, the loss of an eye from constitutional disease, or the loss of an arm or leg, or the permanent disability of either arm or leg, curvature of the spine, hereditary tendency to insanity, or any constitutional infirmity of a disabling nature, is a positive disqualification in candidates for the office of pupil-teacher.

Female pupil-teachers, before admission, must produce a certificate from the schoolmistress and managers that they possess reasonable competency as sempstresses; and, at the annual examinations, must bring certified specimens of plain needlework to the inspector, together with a statement from the schoolmistress specifying whether they have been receiving practical instruction in any other kind of domestic industry. The inspector, at the time of examination, or afterwards, will obtain the opinion of some competent person upon the merit of the needlework. A paper of questions on domestic economy is given to the female candidates at the examination for admission to Training Schools (Article 91).

+ At the examination for admission to Training Colleges (Article 91) marks will be given to candidates who have been pupil-teachers for their practical skill in teaching.

? For detailed information concerning the means of instruction, and the places and times of examination, apply by letter to "The Secretary,"

"Science and Art, South Kensington, London, W."

AT ADMISSION AND DURING THEIR ENGAGEMENT. FIRST SCHEDULE.

5. Arithmetic and Mathematics.	6. Geography.	7. History.	8. Teaching.†	9. Additional Subject.	10. Drawing.‡ Where suitable Means of Instruction exist.	11. Music.§ Where suitable Means of In- struction exist.
Male Pupil- teachers.	Female Pupil- teachers.		To teach a class to the satisfaction of Her Majesty's Inspector.		1. Pupil-teachers who during their en- gagement successfully work exercises in freehand, geo- metry, perspective, model, and black- board drawing are credited with marks in any future ex- amination under Ar- ticles 44, 91, or 100. 2. The exercises may be worked in any order, except that pupil-teachers cannot be examined in blackboard drawing till they have passed in all the other subjects. 3. Examinations are held— (1.) In March at the elementary schools in which drawing is taught (2.) In May at the Schools of Art (and Art Classes) connected with the Department of Science and Art.	
Practice and pro- portion (simple and com- pound).	Practice and bills of parcels.	The British Isles.		1. Latin. 2. Greek. 3. French. 4. German.	The natural scale, and the intervals found in it. Shapes and relative values of notes and rests. Places of notes on the treble stave. Relation of treble stave to bass. Places of notes on both. Simple common and simple triple time.	
Vulgar and deci- mal frac- tions.	Proportion (simple and com- pound).	Europe. [Maps to be drawn in this and the follow- ing years.]	The suc- cession of the English sovereigns from the reign of Egbert, with dates, to the pre- sent time.	The same, and to show in- creased skill in instruction and discipline.	1. Marks will also be given to any candidate at that examina- tion who, at one of the ex- aminations held in May of each year by the Department of Science & Art, has taken a first class in the ele- mentary stage, or passed in the advanced stage, of one of the fol- lowing sub- jects, viz.:— 5. Mechanics. 6. Chemistry. 7. Animal Physiology. 8. Acoustics Light and Heat. 9. Magnetism Electricity. 10. Physio- graphy. 11. Botany. 4. Candidates may obtain marks at the admission ex- amination (Art. 91) for any one (but not more) in each group (1-4, and 5-11) of these 11 sub- jects.	Scales and intervals altered by sharps and flats. Com- pound times.
Interest and per- centages, and Euclid, Book I. to end of the XXVI. propo- sition.	Vulgar fractions.	The Colo- nies.	Outlines of British history to the acces- sion of Henry VII.	The same.	3. Marks will also be given to any candidate at that examina- tion who, at one of the ex- aminations held in May of each year by the Department of Science & Art, has taken a first class in the ele- mentary stage, or passed in the advanced stage, of one of the fol- lowing sub- jects, viz.:— 5. Mechanics. 6. Chemistry. 7. Animal Physiology. 8. Acoustics Light and Heat. 9. Magnetism Electricity. 10. Physio- graphy. 11. Botany. 4. Candidates may obtain marks at the admission ex- amination (Art. 91) for any one (but not more) in each group (1-4, and 5-11) of these 11 sub- jects.	The minor scale in its diatonic forms.
Euclid, to the end of Book I., Algebra, to simple equations (inclu- sive).	Decimal fractions.	Asia and Africa.	Outlines of British his- tory from the acces- sion of Henry VII. to the pre- sent time.	The same.	5. Pupil-teachers engaged in schools at which drawing is taught by a qual- ified teacher should be examined at their own schools in March. Pupil- teachers engaged in schools at which drawing is not taught, or at which no examination is held in March, and pupil-teachers at- tending Schools of Art or Art Classes may be examined in May. They cannot be examined both in March and May; nor on the occasion of H.M. Inspector's visit to their school.	The minor scale in its chromatic forms, and the chromatic intervals found in it.
Euclid, Book II.; Mensura- tion of Plane sur- faces, and Algebra, to quad- ratic equa- tions (in- clusive).	Interest, and recap- itula- tion of the pre- ceding rules.	America and the Oceans.	Recapitu- lation of the above.	To satisfy Her Majesty's In- spector of power to con- duct a division of the school, or manage grouped classes in the class- room and speci- ally to give a collective less- on.	6. Pupil-teachers may also, with the consent of the au- thorities of a Train- ing College, be ex- amined in black- board drawing (only) at the ex- amination held, to- wards the close of the year, at each of these Colleges.	

† At the examination for admission to Training Colleges (Article 91) additional marks will be given to candidates who pass the following examination in practical skill:—

1. Sounding single notes, or passages of two or more notes in a given scale, from dictation; or, naming such notes sounded by the examiner.

2. Sol-faing, or reading without musical intonation, a unison passage of one or more measures, in time; or, giving the time names of such measure, or measures, recited by the examiner.

|| Addition, subtraction, multiplication, division, greatest common measure, least common multiple, fraction, square root, and simple equations of one unknown quantity, with easy problems which lead to them.

¶ The same as for the previous year, and cube root, simultaneous equations of the first degree of two and quantities and quadratic equations involving one unknown quantity, with easy problems leading to them.

N.B.—Pupil-teachers may be examined at the end of any year in subjects prescribed for preceding years in column 7, and 11 of this Schedule.

SECOND SCHEDULE.

I.—FORM OF MEMORANDUM OF AGREEMENT (Article 70*f*).

MEMORANDUM OF AGREEMENT between *

hereinafter called *the managers*, on behalf of the
 managers of the school, and † hereinafter called *the surety*,
 the ‡ of § hereinafter called *the pupil-teacher*.

The managers, for themselves, their executors, administrators, and assigns, agree with the surety, h || executors, administrators, and assigns, as follows :

1. The managers agree to engage the pupil-teacher to serve under a certificated teacher during the usual school hours in keeping and teaching the said school, but so that the said pupil-teacher shall not serve therein less than three, or more than six, hours upon any one day, nor more than thirty hours in any one week. Sunday is expressly excluded from this engagement.

2. This engagement shall begin on the first day of ¶ 187, and, subject to the proviso in paragraph 4, shall end on the last day of ** 188, †† but if the pupil-teacher shall, with the consent of the other parties hereto, attend the examination for admission into training colleges next preceding the last-mentioned date, this engagement may end on the 31st day of the month of December next following such examination provided the pupil-teacher then enters a training college. (¹)

3. The pupil-teacher shall be paid as wages ‡‡ per §§ in the first year, and this sum shall be increased by ‡‡ per §§ in each subsequent year of the engagement, but such increase may be stopped at the discretion of the managers of the said school for the time being for the unexpired remainder of any year after receipt of notice from the Education Department that the pupil-teacher has failed to pass the examination, or to fulfil the other conditions of a pupil-teacher according to the standard of the preceding year

* Names, &c., in full of a quorum of the managers.

† Names, &c., in full of father or other surety of the assistant.

‡ Father, or as the case may be.

§ Name in full of the pupil-teacher.

|| His or her.

¶ The month defined by art. 11.

** Preceding month.

†† Four full years; or any less number of years, not under two, provided (a) that the candidate has passed for admission the examination fixed for a later year in proportion to the reduced term of service; and provided also (b) that the end of the reduced term of service fall beyond the candidate's eighteenth year (completed).

‡‡ The sum to be inserted must be fixed at the discretion of the parties, having in view the local rate of wages, and the advantages of the school as a place wherein to learn the business of a teacher.

|| Week, or as the parties may agree.

as prescribed in the Articles of the Code of the said Department applicable to the case.

4. *Provided* always, that if the pupil-teacher fails to pass an examination for any year as specified in paragraph 3 of this agreement, this engagement shall, on the application of the managers and with the consent of the Education Department, end on the last day of 188^{*}.

When this engagement is so extended, the course of study and the wages of the pupil-teacher in the remainder of the year succeeding that in respect of which the pupil-teacher failed shall be the same as in the last-mentioned year; and that year shall not be reckoned in calculating any payment to be made under paragraph 6 of this agreement.

5. The pupil-teacher, while the school is not being held, shall receive, without charge, from a certificated teacher⁽²⁾ special instruction during at least five hours per week, of which hours not more than two shall be part of the same day. Such special instruction, and any instruction, in secular subjects, given to the pupil-teacher during school hours, shall be in the subjects in which the pupil-teacher is to be examined, either during this engagement or for admission to a Training College, pursuant to the said Articles.

6. The pupil-teacher shall be liable to dismissal without notice for idleness, disobedience, or immoral conduct of a gross kind respectively; and this engagement shall be terminable on either side by a written notice of six months, or in lieu of such notice by the payment on either side of 3*l.* in the first year, 4*l.* in the second, and an additional pound in each succeeding year of the engagement, but never exceeding 6*l.* in the whole; such payment to be recoverable as a debt by the party entitled to receive it, and to be over and above the settlement of all other accounts between the parties.

7. The pupil-teacher enters into this engagement freely and voluntarily on his own part, and with the privity and consent of the surety.

8. The surety agrees with the said managers, their executors, administrators, and assigns, to clothe, feed, lodge, and watch over the pupil-teacher during the continuance of this engagement in a manner befitting the same.

Signed † this day of

in the presence of

in the presence of

in the presence of

N.B.—1. This memorandum must be executed by *all the parties named in it, viz.:*

Managers.

* One year later than the second date in paragraph 2.

† His or her.

‡ All the parties named must sign, but need not do so together. Each signature should be written in a separate line, and must be attested by that of a witness who sees it made. The same witness may attest more than one signature.

Surety.
Pupil-teacher.

2. If it be executed with blanks still remaining in it, they cannot legally be filled up afterwards, except as part of a new agreement requiring a new stamp. *An incomplete memorandum does not satisfy Article 32 (c).*
 3. The memorandum, when executed, should be deposited with the school papers (Article 34 b). The surety should have either an executed duplicate (which requires a second stamp), or a certified copy. The agreement exists only between the persons who sign it. If any of them are changed (*by removal of managers, or otherwise*), instructions for a new agreement (with stamp) in the following form, may be obtained upon application (Article 14) to the Education Department.

N.B.—*A similar form of agreement is supplied by the Department for use in Board Schools.*

(1) This proviso should be carefully noted, as it is a common mistake to think that the apprenticeship is ended by the pupil-teacher's passing the examination, not by his entrance of a training college.

(2) Until this year the Department's regulation required that the five hours per week of instruction to pupil-teachers should be given by a certificated teacher "of the school," but now the pupil-teachers may be grouped for collective teaching by any certificated teacher.

II.—FORM OF NEW AGREEMENT ON CHANGE OF MANAGERS.

MEMORANDUM OF AGREEMENT between * within
and hereinafter described as *the Surety*; † the persons within described as *the
Managers*; ‡ and § hereinafter described as "the Managers."

1. The said Surety and the said † hereby mutually rescind the within written Agreement, and agree that the same shall be henceforth determined, and of no further force as regards the future.

2. The said Surety and the said "Managers" hereby mutually agree to adopt and enter into an agreement in the same words, and to the same effect as the within written agreement for the unexpired term thereof; and that the like obligation and responsibility shall exist and be of force between them in like manner and to all intents and purposes as if the name of the said ||

* The surety in the existing Memorandum.

+ The Managers in the original Memorandum, and the Executors of any of them who are deceased.

† The name, description, and address of the new Manager or Managers.

The name, description, and address of the present Managers, excluding such as will be no longer Managers, and including the new Manager or Managers.

II The new Manager or Managers.

had been inserted therein and signed thereto, instead of the name of the said *

Signed † this day of , 187 ,
 in the presence of
 in the presence of
 in the presence of

N.B.—This memorandum must be executed by all the parties named in it, viz.:—

Managers.
 Surety.
 Pupil-teacher.

If it be executed with blanks still remaining in it, they cannot legally be filled up afterwards, except as part of a new agreement requiring a new stamp. An incomplete memorandum does not satisfy Article 32 (c).

III.—FORM FOR CANCELLING ENGAGEMENTS OF PUPIL-TEACHERS.

(To be endorsed on the original Memorandum.)

The within written Memorandum of Agreement is cancelled by the undersigned parties, being the same parties by whom it was executed.

Witness our hands, this day
 of 187

THIRD SCHEDULE.

NEEDLEWORK.

Infants' Department (Boys and Girls).

Lower Division.

Position drill, hemming (simple) on strips, beginning with black cotton, rising to red, and going on to blue.

Knitting.—Two needles. A strip three inches by eighteen inches with cotton.

Upper Division.

Threading needles; hemming, simple and counter; seaming; felling; *pleating*; *fixing a hem*. Any garment which can be completed with the above stitches, e.g., a child's plain pinafore or shift.

Knitting.—Two needles. A strip as above. Four needles, *muffatees*.

Netting (for boys).

Girls' Department.

1st Stage. For children who have not been in an infants' department.

1. *Hemming.*—Strips in coloured cottons as in infants' department.

* Deceased or outgoing Manager or Managers.

† All the parties named must sign, but need not do so together. Each signature should be written in a separate line, and must be attested by that of a witness who sees it made. The same witness may attest more than one signature.

2. Hemming, simple and counter. Any garment which can be completed by the above, *e.g.*, a child's plain shift or pinafore.

Knitting.—Two needles. A strip, as above.

2nd Stage. For children who have not passed the Upper Division in infants' department.

Hemming; seaming; felling; pleating. Any garment which can be made with the above stitches, *e.g.*, an apron, or plain shift pleated into a band.

Knitting.—Two needles. Plain and purled rows alternately. A strip as above. Four needles, wristlets or muffatees.

3rd Stage. The junction of the two departments, girls and infants.

The work of previous stages, with greater skill; and with the addition of stitching; sewing on strings. Any garment which can be made with the above stitches, *e.g.*, a shift pleated into stitched band.

Herringboning.—A flannel petticoat.

Knitting.—Four needles. Plain and purled alternately, *e.g.*, socks and girls' stockings.

Darning and simple marking, on canvas.

4th Stage.

The work of previous stages, with greater skill; and gathering; stroking; setting in; marking on coarse material; buttonholing; sewing on buttons. Any garment which can be made showing all the above stitches, *e.g.*, a plain night-shirt.

Herringboning.—Any garment which will show this stitch.

Cutting out.—Any plain garment such as the children can make up to this stage.

Plain Darning and Mending.—Stockings; garments; patching old garments.

Knitting.—Four needles, *e.g.*, a full-sized youth's sock and girls' stockings.

5th Stage.

The work of previous stages, with greater skill; and tucks run; whipping; setting on frills; marking on finer material. Any garment which can be finished by the above stitches, *e.g.*, a night dress, man's shirt, or girl's frock.

Knitting.—Four needles. A full sized boy's "knickerbocker" stocking.

Darning.—Plain and Swiss darning; stockings. Patching and darning garments in calico and flannel.

Cutting out.—Any garment such as the children can make up to this stage.

6th Stage.

The work of previous stages, on finer material, and with greater skill; and knotting; feather stitch.

Knitting.—Four needles. A long full sized stocking with heels thickened.

Darning.—Plain and Swiss darning and grafting stockings. Patching and darning garments in any material.

Cutting out.—Any under garment ordinarily required in the families of children attending elementary schools.

1. The work printed in italics is optional.

2. Garments must be shown in each stage, but not necessarily those specified in this Schedule, which are mentioned merely as examples.

3. Girls should fix their own work in the earlier stages, and must do so in the fourth and higher stages.

4. The classes for needlework need not be the same as for the standard work of the Code (Article 28). Scholars should be passed into a higher division, or stage, as soon as ready for it.

5. In schools to which grants are due after the 31st March, 1880, the grants under Article 19, c. 2, will be made to girls' schools in which needlework is taught to the extent of the fifth stage (inclusive). In 1881 the sixth stage will be required. If higher stages are reached in any year than required by this rule, full credit will be given in judging the work of a school.

6. One shilling per head of the grant for infant-girls (Article 19, A. 1) is conditional upon their passing a satisfactory examination according to this Schedule. The grant will depend upon the average work of the infants, rather than on a close examination of the work of individual scholars. It is recommended, but *not required*, that the infant-boys should be taught under this Schedule.

Pupil-Teachers (Girls).

Pupil-teachers of the first year will be expected to work well, and to be able to teach all that is required in the first three stages, and to advance a stage in each successive year of their engagement. After the 31st of March, 1881, some further special work may be prescribed for pupil-teachers in each year.

FOURTH SCHEDULE. TABLE OF SPECIFIC SUBJECTS OF SCHOLAR INSTRUCTION. (See APP. 21.)

•	1. English Literature. [†]	1.	2. Mathematics.	3. Latin.	4. French.	5. German.	6. + Mechanics.	7. + Animal Physiology.	8. Physical Geography.	9. Botany.	Domestic Economy. First Branch.	10. + Domestic Economy. Second Branch.
		Grammatical, to the end of regular verbs.	Grammar, to end of regular verbs.	Ten pages of a German vocabulary.	Matter in three states; solids, liquids, and gases.	The build of the human body.	Illustrations of the interior parts of the human body, and of the external parts, far to each state.	Matter is variously compressible.	Characters of the root, stem, leaves and parts of the flower, illustrated by specimens of common flowering plants.	Food; its composition and nutritive value.		
1st stage.	One hundred lines of poetry, got by notation, with knowledge of meaning, substitution and allusions. Writing a letter child book on a simple subject. I., prop. 1 N.B.—This stage may be taken only with Standard IV.	Irregular verbs and first rules of syntax. Knowledge of Deleons or other lemons or first reading book I.	Irregular verbs and first rules of syntax. Knowledge of Deleons or other lemons or first reading book I.	Irregular verbs and first rules of syntax. Knowledge of Deleons or other lemons or first reading book I.	Irregular verbs and first rules of syntax. Knowledge of Deleons or other lemons or first reading book I.	Irregular verbs and first rules of syntax. Knowledge of Deleons or other lemons or first reading book I.	Irregular verbs and first rules of syntax. Knowledge of Deleons or other lemons or first reading book I.	Irregular verbs and first rules of syntax. Knowledge of Deleons or other lemons or first reading book I.	Irregular verbs and first rules of syntax. Knowledge of Deleons or other lemons or first reading book I.	Irregular verbs and first rules of syntax. Knowledge of Deleons or other lemons or first reading book I.	Food; its functions, cleaning, and ventilation.	
2nd stage.	Two hundred lines of poetry not before simple brought up, repeated; with knowledge of meaning and allusions. Writing a paraphrase of a passage of easy prose. N.B.—This stage may be taken only with Standard IV.	Algebra, to equations (inclusive).	Algebra, to equations (inclusive).	Food; its preparation, and cooking.								
3rd stage.	Three hundred lines of poetry not brought up, repeated; with knowledge of meaning and allusions. Writing a letter or statement the heads of the topics to be given by the inspector.	Latin Grammar, and knowledge of some easy Caesar de Bello Gallico book I.	Latin Grammar, and knowledge of some easy Caesar de Bello Gallico book I.	Latin Grammar, and knowledge of some easy Caesar de Bello Gallico book I.	Latin Grammar, and knowledge of some easy Caesar de Bello Gallico book I.	Latin Grammar, and knowledge of some easy Caesar de Bello Gallico book I.	Latin Grammar, and knowledge of some easy Caesar de Bello Gallico book I.	Latin Grammar, and knowledge of some easy Caesar de Bello Gallico book I.	Latin Grammar, and knowledge of some easy Caesar de Bello Gallico book I.	Latin Grammar, and knowledge of some easy Caesar de Bello Gallico book I.	Food; its preparation, and cooking.	

* The three stages of these subjects as admit of it may (save in the case of English Literature) be taken in any order.

† The passages need not be continuous; and no passages may be brought up which have ever been learnt for the Standard examination. A list of the passages proposed to be learnt in any year should be prepared before Her Majesty's Inspector pays his annual visit at the end of the preceding year, and submitted to him by the managers for approval.

It is intended that the instruction of the scholars in the Science subjects in this Table shall be given mainly by experiment and illustration, and in the case of Physical Geography by observation of the phenomena presented in their own neighbourhood. If these subjects are taught to children by definition and verbal description, instead of by making them exercise their own powers of observation, they will be worthless as means of education.

It cannot, therefore, be too strongly impressed on teachers, that nothing like learning by rote will be accepted as sufficient for a grant, and that the Examinations by the inspectors will be directed to elicit from the scholars, as far as possible, in their own language the ideas they have formed of what they have seen.

The ocean, its extent and divisions, depth, and cumuli.

Action of waves. Sea beaches. The phenomena of the tides.

The comparison of a fern and a moss with a growing plant. The formation of different kinds of fruits.

Day and night.

Formation of the earth and sun. Moon's phases.

The structure of a bean and of a grain of wheat or barley. The phenomena of germination.

Health; the management of a sick person.

Cottage income, expenditure, and savings.

Rules for health; the management of a sick person.

Food; its preparation, and cooking.

</div

FIFTH SCHEDULE.

SUPPLEMENTARY RULES.

RULE 1.—In column II. of the Examination Schedule the names of the qualified scholars must be entered class by class, beginning with the lowest scholar in the lowest class.

RULE 2.—The entries in column VIII. must show where one class ends and another begins. The number denoting each class is to be written only once; dots ("") are to be put for each repetition of it, until the next higher class begins. There must be no intermixture of classes.

RULE 3.—The entries in column IXb. will show where one standard ends and another begins. The number denoting each standard is to be written only once; dots ("") are to be put for each repetition of it until the next higher standard begins. There must be no intermixture of standards.*

RULE 4.—The end of each standard in column IXb. need not (although, of course, it may) coincide with the end of each class in column VIII.* Compare the entries opposite to No. 6 who ends a class, but not a standard; No. 8 who ends a standard but not a class; No. 16 who ends both a class and a standard (this is preferable).

RULE 5.—All the scholars must be presented in the classes to

* In the following transcript of part of the Examination Schedule, Columns II., VIII., and IXb., are filled up, by way of example, according to Rules 2 and 3. Of course, the other Columns must not, in practice, be left blank; and the actual numbers, presented in each class, will generally be much larger.

I.	II.	V.	VI.	VII.	VIII.	IXa.	IXb.
Number.	NAME.	Number of Attend- ances in the Year.	Age (on last Birth- day).	Date of Admission to this School.	In what class of School; first means highest.	Under what Standard LAST examined.	Under what Standard NOW to be examined.
				Year.	Month.		
1	John Jones.....				4th.		L
2	Thomas Peters..				"		"
3	Henry Brown...				"		"
4	Wm. Robinson..				"		"
5	Thomas Davies..				"		"
6	Robert Finch.....				"		"
7	Lake Williams..				3rd.		"
8	Simon Hunt.....				"		"
9	James Short.....				"	L	II.
10	Richard Rogers..				"		"
11	Samuel Grant....				2nd.		"
12	John Styles.....				"		II.
13	Henry Pigot....				"	II.	III.
14	Silas Wills.....				"		"
15	John Miller.....				"		"
16	Peter Downes..				"		
17	Charles Potts.....				1st.	III.	IV.

+ See Rule 11.

which the school registers prove them to belong, unless they fall as "*Exceptions*" under Rule 6.

RULE 6.—The children who, for whatever reason, are presented under a lower standard than that which an examination of the school according to the above rules assigns to their class, must be entered *last* in the Schedule under the title of "*Exceptions*," otherwise they will violate Rule 2 or 3. No child is to be placed among the "*Exceptions*" unless there is some special *excuse* for doing so, such as previous *illness*, &c. *Prima facie*, every child who is not fit to be *examined* in its own class has been wrongly placed there for *instruction*.

RULE 7.—The inspector is directed to refuse to examine children in schools wherein Rule 2 or 3 is violated. He will in such cases proceed to inspect the school, and will report to the Education Department why he has left column III. (*his report on each scholar*) in the examination schedule blank.

RULE 8.—No grant will, as a rule, be paid to a day school in which children are retained after the age of 8, unless one *class*—*i.e.* all who are to be examined as members of one class, according to Rule 5—be presented *at least as high as Standard II*.

RULE 9.—A deduction of at least one-tenth will, as a rule, be made from the grant to a day school in which children are retained after the age of 10, unless one *class*—*i.e.* all who are to be examined as members of one class, according to Rule 5—be presented *above Standard II*.

RULE 10.—*For the rule how to find the average number of scholars in attendance at a school for any period, see Article 26 of the Code.*

RULE 11.—The class registers at each meeting of a school *must be marked and finally closed before the minimum time constituting an attendance (Article 23) begins.*

If any child, entered in the register as attending, is withdrawn from school before the time constituting an attendance is complete, its mark for presence should be at once cancelled.

The inspector will inquire whether these rules have been observed (Article 17g).

RULE 12.—No child's name should be kept on the admission register after a fortnight's continuous absence without inquiry from the parents *whether the child has been withdrawn*. The names of children withdrawn (*whether they are so, the answer of their parents will decide*) should be cancelled at once in the registers, and not included in the returns of *age and stay at school*; but the attendances (if any) opposite to such names in the class registers must be counted under Rule 10, *supra*, and the whole number of such names must be counted for the return "*left in past year*."

APPENDICES.

For Appendices to New Code, containing "Regulations as to payment of school fees for children holding honour certificates," and "Revised Regulations as to certificates of age, school attendance, and proficiency," see pages 52 and 54.

APPENDIX No. 1.

SHOWING SEPARATELY (FOR 1880) ALL ARTICLES MODIFIED,
AND ALL NEW ARTICLES.

Articles in the Code of 1879 which are modified in the Code of 1880.	New, or modified, Articles in the Code of 1880.
8. Officers are employed to verify the fulfilment of the conditions on which grants are made, to collect information, and to report the results to the Department.	8. Officers are employed to collect information, to examine whether "the conditions required to be fulfilled by an elementary school in order to obtain an annual parliamentary grant" have been fulfilled, and to report the results to the Department, with whom it rests finally to determine whether these conditions have been fulfilled.
15. b. Teachers cannot act as managers of, or correspondents for, the schools in which they are employed; nor can they be recognised by the Department as members or officers of school boards.	15. b. Teachers cannot act as managers of, or correspondents for, the schools in which they are employed; nor can they be recognised by the Department, <i>on the staff</i> (Article 39) of any school to which grants are made, if they are members or officers of schools boards.
17. (e.) Notice is immediately given to the Department. * * * *	17. (e.) Due notice is given to the Department. * * * *
17. (f.) The girls in a day school are taught plain needlework. * * * *	17. (f.) The girls in a day school are, <i>as a rule</i> , taught plain needlework.* * * *
19. B. 3. No grant will be paid for any scholar who passes in only one of these three subjects (Article 29 b.).	19. B. 1 (b.) and 2 (b.) FOOTNOTE:— <i>The lower rate (a.) only will, as a rule, be allowed if children above 9 years of age are retained in the school.</i> 19. B. 3. No grant will be paid (<i>under this Article or Article 21</i>) for any scholar who passes in only one of these three subjects (Article 29 b.).

Articles in the Code of 1879 which are modified in the Code of 1880.

19. C. 1. The sum of 2s. (or 4s.) per scholar, according to the average number of children, above 7 years of age, in attendance throughout the year (Article 26), if the classes from which the children are examined in Standards II.—VI., or in specific subjects (Article 21 *b*), pass a creditable examination in any one (or two) of the following subjects, viz., grammar, history, elementary geography, and plain needlework.*

19. C. 2. The extent of the examination is indicated by the passages printed in italics in Article 28.

19. C. 5. *Footnote* :—

Examination on paper will, as a rule, be confined to scholars in Standard VI.

19. C. 6. Only 1s. (or 2s.) per head will be paid under this paragraph (C.), unless 15 † per cent. of the scholars examined under Article 19 B. 2 (*a.*) are presented in Standard IV. and upwards.

* In schools to which grants fall due after the 31st March, 1879, the examination in needlework will be conducted according to the Third Schedule to this Code, and will extend to the girls presented in Standard I. (Article 28).

† This proportion will be raised (in the case of schools to which grants fall due on and after the 30th of April) in 1880 to 20, and in 1881 to 25 per cent.

New, or modified, Articles in the Code of 1880.

19. C. 1. The sum of 2s. (or 4s.) 1 October, 1881. per scholar, according to the average number of children, above 7 years of age, in attendance throughout the year (Article 26), if the classes from which the children are examined above Standard I. pass a creditable examination in any one (or two) of such definite subjects of instruction* as are shown by the time table to have been taught throughout the year through reading lessons, illustrated, if necessary, by maps, diagrams, specimens, &c., and according to a graduated scheme which the Inspector reports to be well adapted to the capacity of the children.†

19. C. 2. *Grammar and plain needle-work may be taken as subjects under this paragraph (C.).* The extent of the examination in grammar is indicated by the passages printed in italics in Article 28. The examination in needlework will be conducted according to the Third Schedule, and will extend to the girls presented in Standard I.

19. C. 5. *Footnote* :—

Examination on paper will, as a rule, be confined to scholars above Standard IV.

19. C. 6. Only 1s. (or 2s.) per head will be paid under this paragraph (C.), unless 20 per cent. of the scholars examined under Article 19 B. 2 (*a.*) are presented in Standard IV. and upwards.

* E.g., geography, natural history, physical geography, natural philosophy, history, social economy, &c.

The class subjects (some of which, in the form of Object Lessons, may have been begun in the infant school) may be taught continuously throughout the school; or the school may be arranged in two divisions, the upper division (Standard V. and upwards) taking one subject, and the lower division another:—such as natural history in the lower division and natural philosophy or geography in the upper. The two subjects will, in this latter case, for the purpose of a grant, be treated as one; and one half of the scholars examined in each subject must pass creditably to entitle the school to a (2s.) grant.

† This change will take effect in schools to which grants fall due after 30th September, 1881; and the scheme should be submitted to the Inspector for approval at his previous annual visit.

Articles in the Code of 1879 which are modified in the Code of 1880.	New, or modified, Articles in the Code of 1880.
	19. C. 7. <i>In mixed schools, if the 1 October, girls take needlework and the boys another other subject, a grant may be paid on the average attendance of boys and girls separately.</i>
20. (a.) (2.) <i>Footnote :—</i>	20. (a.) (2.) <i>Footnote :—</i>
* In other districts it applies to those children only who have already passed the 3rd Standard, or have obtained certificates of previous due attendance at school for three years (1879) or four years (1880).	* In other districts it applies to those children only who have already passed the 3rd Standard (or 4th Standard after 1st January, 1881), or have obtained certificates of previous due attendance at school for four years (1880) or five years (1881).
21. a. A grant of 4s. per subject may be made for every day scholar presented in Standards IV.—VI. (Article 28) who passes a satisfactory examination in not more than two of such subjects.	21. a. A grant of 4s. per subject may be made for every day scholar presented in Standards IV.—VI. (Article 28) who passes a satisfactory examination in not more than two of such subjects which have not been taken during the year as class subjects (Article 19 C.).
21. e. A scholar may not be examined a second time in the same stage of a specific subject; nor, after being examined in a subject, may the scholar change it for another before completing the first.	21. e. A scholar may not be examined a second time in the same stage of a specific subject unless entitled to be presented under Article 29 b.; nor, after being examined in a subject, may the scholar change it for another before completing * the first.
21. f. Every girl presented under this Article, <i>after the 31st August, 1880.</i>	21. f. Every girl presented under this Article <i>in schools to which grants are due after the 31st August, 1880.</i>
* * * *	* * * *

* See footnote (*) to Schedule IV.

Articles in the Code of 1879 which are modified in the Code of 1880.

	New, or modified, Articles in the Code of 1880.				
28.	Standard II.	Standard III.	Standard IV.	Standard V.	Standard VI.
Reading*	To read with intelligence a short paragraph.	To read with intelligence a few lines of prose or poetry.	To read with intelligence a few lines of prose or poetry.	-	Reading with fluency and expression.
Writing.	* * * A sentence slowly dictated once from the same book.	* * * Eight lines slowly dictated once from a reading book.	-	Writing.	Reading* To read a short paragraph.
Arithmetic. [†]	*	*	*	*	Arithmetico. [†]
Grammar, Geography, History.	(1.) To point out the nouns in the passages read or written.	(1.) To point out the nouns, verbs, and adjectives.	(1.) Parsing and analysis of a short "complex" sentence.	(1.) Parsing and analysis of a "simple" sentence.	Grammar.
	(2.) Definitions, points of comparison and analogies of the mean-earths, the meaning of a map.	(2.) Outlines of geography of England, with special knowledge of the Colonies.	(2.) Outlines of geography of Great Britain, Ireland, and Colonies.	(2.) Outlines of geography of Europe—physical, social, and political.	(1) To point out the nouns and verbs in the passages read or written.
	(3.) Outlines of the county in which the school is situated.	(3.) Outlines of History of England, from Norman Conquest to accession of Henry VII.	(3.) Outlines of History of England, from Henry VII. to death of George III.	(3.) Outlines of History of England, from Henry VII. to death of George III.	(1) To point out the nouns, verbs, adjectives, and personal pronouns.

N.B.—In History and Geography the scholars in Standards IV.—VI. may, if desired, be taught and examined as one class taking the three specified divisions of these subjects in successive years; and being expected to show greater proficiency according to the Standard in which they are presented, they should show special knowledge of any historical events or characters connected with the district in which their school is situated.

N.B.—As to the words printed in italics, see Article 19 C. 2.

* Reading will be tested in the ordinary class books, if approved by the Inspector; but these books must be of reasonable length and unmarked. If they are not so, books brought by the Inspector will be used. Every class ought to have two or three sets of reading books. The class examination (Article 19 C.) will be conducted so as to show the intelligence and not the mere memory of the scholars. The new subjects introduced into Article 28 are mainly taken with the same object, from the 4th Schedule (specie subjects) in the Code of 1874. The work of girls will be judged more leniently than that of boys; and the Inspector may examine scholars in the work of any standard lower than that in which they are presented.

N.B.—As to the words printed in italics, see Article 19 C. 2. For other class subjects (to be arranged with the Inspector) see Article 19 C. 1.

* Reading, after Standard I., will be held to include intelligence and fluency increasing with each standard. It will be tested in the ordinary class books, if approved by the Inspector; but these books must be of reasonable length and unmarked. If they are not so, books brought by the Inspector will be used. Every class ought to have two or three sets of reading books. The class examination (Article 19 C.) will be conducted so as to show the intelligence, and not the mere memory of the scholars.

+ The work of girls will be judged more leniently than that of boys; and the Inspector may examine scholars in the work of any standard lower than that in which they are presented; and in Mental Arithmetic suitable to their respective standards.

Articles in the Code of 1879 which are modified in the Code of 1880.	New, or modified, Articles in the Code of 1880.
47. (b.) Candidates who are upwards of 21 years of age, and have either— 1. completed an engagement as pupil-teacher satisfactorily; 2. obtained a favourable report from an inspector; or, 3. served as assistants, for at least six months, in schools under certificated teachers.	47. (b.) Candidates who are upwards of 21 years of age, and have either— 1. been employed for not less than two years as provisionally certificated teachers (Article 60); or 2. served as assistant teachers (Article 79), for at least 12 months, in inspected schools under certificated teachers, and obtained a favourable report from an inspector on their skill in teaching, reading, and needlework (women).
70. (g.) That not more than <i>three</i> pupil-teachers are engaged in the school for every certificated teacher serving in it.	70. (g.) That not more than <i>two*</i> 1 April, pupil-teachers are engaged in the 1881 school for every certificated teacher serving in it.
70. (h.) When the average attendance exceeds 220, a second adult, certificated or assistant (Article 79) teacher will be required.	70. (h.) When the average attendance exceeds 180, a second adult, certificated or assistant (Article 79) teacher will be required.
70. (i.) Two stipendiary monitors will be allowed— 1. In place of a <i>fourth</i> pupil-teacher required by Article 32 (c); or 2. If less than four pupil-teachers are required by Article 32 (c), to fill, for two years, the place of <i>one</i> of them.	70. (i.) Two stipendiary monitors will be allowed— 1. In place of a <i>third</i> pupil-teacher 1 April, required by Article 32 (c); or 2. If less than <i>three</i> pupil-teachers 1 April, are required by Article 32 (c) 1881. to fill, for two years, the place of <i>one</i> of them.
75. (b.) That the vacancies are reported to the Department as soon as they occur. * * * *	75. (b.) That the vacancies are <i>duly</i> reported to the Department (Article 17 e.) * * * *
106. * * * The application must be renewed annually to the Inspector.	106. * * * The application must be renewed annually (<i>before the same date</i>) to the Inspector, and not to the Department.
	113. (b.) Footnote:— <i>A child may pass for payment in two subjects (Article 19 B. 3), but for a certificate of proficiency (Elementary Education Act, 1876, Schedule I.) is required to pass in all three.</i>

* The reduction from three to two pupil-teachers, and the consequent changes in subsections (h.) and (i.), will commence with the schools to which grants become due after 31st March, 1881.

Articles in the Code of 1879 which are modified in the Code of 1880.

117 (a). When this schedule is sent to the managers of a school, or to a local committee, they shall forthwith transmit a certified copy of it to the local authority for record.

118. (3.) Applications for a pension will be received only from the managers of the school in which the teacher is serving at the date of retirement.

122. The changes in this Code, which have not been previously submitted to Parliament, will not affect annual grants falling due before the 30th of April, 1879.

SECOND SCHEDULE.

FORM OF MEMORANDUM OF AGREEMENT.

5. The pupil-teacher, while the school is not being held, shall receive, without charge, from a certificated teacher of the School, special instruction during at least five hours per week, of which hours not more than two shall be part of the same day.

* * * *

THIRD SCHEDULE.

NEEDLEWORK.

5. After the 31st March, 1879, when the first examinations under this Schedule will be held, the grants under Article 19. c. 2 will be made to girls' schools in which needlework is taught to the extent of the fourth stage (inclusive). In 1880 the fifth stage will be required, and in 1881 the sixth.

* * * *

New, or modified, Articles in the Code of 1880.

117 (a). When this schedule is sent to the managers of a school, or to a local committee, they shall *carefully preserve it for at least five years, and if a school is discontinued, the Managers shall hand over to the local authority of the district the schedules then in their possession.*

118. (3.) Applications for a pension will be received only from the managers of the school or training college in which the teacher is serving at the date of retirement.

122. The changes in this Code will not affect annual grants falling due before the 30th of September, 1880, or, in the case of certain articles, before the date prefixed thereto. Till that date, the corresponding provisions of the Code of 1879 (Appendix No. 1) remain in force.

SECOND SCHEDULE.

FORM OF MEMORANDUM OF AGREEMENT.

5. The pupil-teacher, while the school is not being held, shall receive, without charge, from a certificated teacher, special instruction during at least five hours per week, of which hours not more than two shall be part of the same day.

* * * *

THIRD SCHEDULE.

NEEDLEWORK.

5. In schools to which grants are due after the 31st March, 1880, the grants under Article 19. c. 2 will be made to girls' schools in which needlework is taught to the extent of the fifth stage (inclusive). In 1881 the sixth stage will be required.

* * * *

<u>Articles in the Code of 1879 which are modified in the Code of 1880.</u>	<u>New, or modified, Articles in the Code of 1880.</u>
<p>6. After the 31st March, 1879, one shilling per head of the grant for infant-girls (Article 19. A. 1) will be made conditional upon their passing a satisfactory examination according to this Schedule.</p> <p style="text-align: center;">* * * *</p>	<p>6. One shilling per head of the grant for infant-girls (Article 19. A. 1) is conditional upon their passing a satisfactory examination according to this Schedule.</p> <p style="text-align: center;">* * * *</p>
<i>Pupil-Teachers (Girls).</i>	
<p>In schools to which grants fall due <i>after 31st of March</i>, 1879, pupil-teachers of the first year (or of the second, if previously engaged for five years) will be expected to work well, and to be able to teach all that is required in the first three stages, and to advance a stage in each successive year of their engagement. After the 31st of March, 1880, some further special work will be prescribed for pupil-teachers in each year.</p>	
<i>Pupil-Teachers (Girls).</i>	
<p>Pupil-teachers of the first year will be expected to work well, and to be able to teach all that is required in the first three stages, and to advance a stage in each successive year of their engagement. After the 31st of March, 1881, some further special work <i>may</i> be prescribed for pupil-teachers in each year.</p> <p style="text-align: center;">* * * *</p>	
APPENDIX No. 2.	
<p>Regulations as to payment of school fees for children holding honour certificates.</p> <p><i>See pages 52 and 53.</i></p>	
APPENDIX No. 3.	
<p>Revised regulations as to certificates of age, school attendance, and proficiency.</p> <p><i>See pages 54 to 57.</i></p>	

APPENDIX No. 2.

 REGULATIONS AS TO PAYMENT OF SCHOOL FEES FOR
 CHILDREN HOLDING HONOUR CERTIFICATES.

Elementary Education Act, 1876, sec. 18.

At the Council Chamber, Whitehall, the 9th day of February, 1877, and the 2nd day of April, 1878.

BY THE LORDS OF THE COMMITTEE OF THE PRIVY COUNCIL ON EDUCATION.

The Lords of the Committee of Privy Council on Education, by virtue and in pursuance of the powers in them vested under the Elementary Education Act of 1876, and of every other power enabling them in this behalf, do order, and it is hereby ordered, as follows:

With respect to the payment of school fees under the Elementary Education Act, 1876, on behalf of children who obtain certain certificates of proficiency and due attendance at school:—

1. If a child attending a public elementary school, being less than eleven years of age at the yearly examination of the scholars of such school for annual grants, is certified in a form to be prescribed for the purpose by the Education Department,—

- (a) To have passed in each of the three subjects of reading, writing, and arithmetic, in the standard fixed by the fourth or any higher standard of the Code of the Department; and
- (b) To have made three hundred and fifty attendances, after five years of age, in not more than two public elementary schools during each year, for four* previous years;

The school fee charged for such child at any public elementary school, in the course of the next three years, may be paid by the Department.

- (c) *The previous years referred to in Regulation 1 (b) are the years immediately preceding the date of the scholar's examination.*
- (d) *The fee paid for a child shall not exceed either 6d. a week, or such fee as would have been paid for the child but for this Order.*
- (e) *No fee shall be charged for a child in addition to the fee paid for it under this Order.*

2. Not more than 10 per cent. of the children above seven years of age presented for examination in a school, in any year, shall become entitled to payment of their fees under this Order, and if the children qualified for such payment exceed the said per-cent-age, those who have attended the greatest number of times shall have the preference.

3. The continuance of the payment of the fee for a child shall be conditional upon the child (a) attending one school in each school year for not less

* In 1881 this will be raised to five years.

than three hundred and fifty attendances in the year, (b) obtaining at the end of the year a certificate of proficiency in reading, writing, and elementary arithmetic, according to a standard higher than the standard passed at the end of the previous year, and (c) passing in one of the specific subjects of secular instruction contained in the Fourth Schedule in the Code of the Education Department.

(a) *The payment of the fee for a child at the end of any year shall be subject to the same conditions as those which affect the continuance of the payment of the fee for the ensuing year.*

(b) *Special allowance will be made by the Inspector in examining scholars when, from a change in the yearly date of inspection, the school has not been open four hundred times in the year. (Article 13 of Code.)*

4. For the purposes of this Order there shall be deemed to be a *Seventh Standard* in the Code of the Department, comprising a thorough proficiency in reading, writing, and elementary arithmetic, as prescribed by the six Standards set forth in the 28th Article of that Code, with the addition of interest (simple and compound).

5. Every school by previous attendance at which a child is qualified for obtaining the payment of fees, and the school at which the fees are paid by the Department, shall be a school, or a department of a school, at which the ordinary school fee does not exceed 6d. a week.

(a) *The ordinary school fee shall be held to exceed 6d. a week, if more than 20 per cent. of the children attending the school pay more than that sum.*

6. The school at which a child's fee is paid need not be the same as that at which the examination qualifying the child for such payment was passed.

7. The fees paid under this Order shall be paid to the managers, at the same time with the grant, under the Code of the Department, and are to be reckoned as school pence, for the purposes of Article 32 (a) of that Code.

8. A special certificate of honour will be granted by the Department to every child who becomes qualified for payment of fees under this Order.

9. *A child does not forfeit an honour certificate by moving from one school to another in the course of a year; but no fee can be paid by the Department until the child has made three hundred and fifty attendances in the second school.*

F. R. SANDFORD, Secretary.

APPENDIX No. 3.

REVISED REGULATIONS AS TO CERTIFICATES OF AGE,
SCHOOL ATTENDANCE, AND PROFICIENCY.

Elementary Education Act, 1876, sec. 24.

*At the Council Chamber, Whitehall, the 29th day of March, 1879.*BY THE LORDS OF THE COMMITTEE OF HER MAJESTY'S MOST HONOURABLE
PRIVY COUNCIL ON EDUCATION.

The Lords of the Committee of Privy Council on Education, by virtue and in pursuance of the powers in them vested under the Elementary Education Act of 1876, and of every other power enabling them in this behalf, do order, and it is hereby ordered, that the following regulations *be substituted** for those contained in the Orders, dated the 9th day of February, 1877, and the 2nd day of April, 1878,—

With respect to certificates of age, school attendance, and proficiency, for the purposes of the Elementary Education Act, 1876.

1. Any parent, or other person interested in the education or employment of a child, may apply to the local authority, or local committee, of the district in which the child resides, or to the managers of any certified efficient school in which the child is, has been, or wishes to be a scholar, for forms in which to obtain, on behalf of the child, any of the following certificates, viz.:—

A certificate of age:

A certificate of school attendance:

A certificate of proficiency: or for

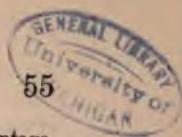
A Child's School Book combining these three certificates.

Certificates of Age.

2. A certificate of the date of a child's birth will be granted by a registrar or superintendent registrar of births and deaths in a form prescribed for the purpose by the Local Government Board, pursuant to the 25th section of the Elementary Education Act, 1876. The fee for such certificate is not to exceed 6d. (*Order of Local Government Board, dated 22nd February, 1877.*)

3. When a local authority, under the power given by the 26th section of the Elementary Education Act, 1876, have obtained a return of the births of children in their district which will enable them to grant age certificates to individual children, they shall, on the application of any parent or other person interested in the education or employment of a child, grant such certificate under the hand of their clerk, or other officer deputed for the purpose, for a fee not exceeding 4d. for each child. This certificate is to be given either on a special form or in the child's school book referred to below. (Regulation 20.)

* N.B.—The alterations are shown in italics.



NEW CODE OF REGULATIONS (1880).

4. A register shall be kept by the local authority of the name, parentage, date of birth, and residence of every child to whom a certificate of age is granted under the preceding regulation.

Certificate of School Attendance.

5. Any local authority, parent, or other person interested in the employment or education of a child under fourteen, may require the principal teacher for the time being of any certified efficient school, which such child has attended, to furnish a certificate specifying the number of school attendances made by the child in the school during each year, since the age of five, for which the school registers are preserved.

6. The teacher shall enter such certificate in a *Child's School Book* (Regulation 20), or in a form prescribed by the Education Department, in the first case free of charge, and for a fee not exceeding 1d. for each year's attendances in the case of the second or any subsequent certificate, that may be demanded in respect of such child.

7. The school registers of every certified efficient school shall be carefully preserved by the managers for at least ten years, and any teacher taking away or destroying such registers may be dealt with as under Regulation 25. If a school is discontinued the registers are to be handed over to the local authority of the district.*

Certificates of Proficiency.

12. Certificates of proficiency will be granted to children above ten years of age, after an examination held, as hereinafter described, by one of Her Majesty's inspectors of schools, or his assistant. No separate examination of individual children will be held for the purpose.

13. The inspector, after any visit paid, with notice, to a certified efficient school, will grant such certificates as may be required for children who have reached the standard prescribed by, or pursuant to the provisions of, the Elementary Education Act, 1876, or of any byelaw of the local authority of the district, or of any Act for regulating the education of children employed in labour.

14. Certificates will be issued for those scholars only who pass in all the three subjects in the prescribed standard, or in a higher standard.

15. For the purpose of these certificates the inspector or his assistant will examine—

1. Any scholars in the school:

2. Other children, resident in the district, not being scholars in the school, allowed by the managers to attend the examination, on the application of the local authority of the district, or of a local committee.

16. When the candidates for certificates of proficiency in a district, not being scholars in a certified efficient school, are more than fifteen in number, application for a special examination may be made by the local authority, or by a local committee, subject to the following regulations:—

(a) The application shall be sent to the inspector for the district not less than twenty days before the date at which it is desired that the examination should be held.

(b) The local authority, or local committee, must specify the number of children to be presented for examination, and must undertake—

That all children within their district for whom certificates are needed will be allowed to attend the examination; and

That a convenient room will be provided for the examination on such day, and at such hour, as shall be fixed by the inspector.

17. The special examination may also be attended by any child qualified by age for full time employment who, having failed to pass, at the examination

* The former Regulations (8—11) requiring an annual Return of Attendance for the civil year have been cancelled.

of its school, in one or more of the three subjects in the standard prescribed in the district, either by the Act of 1876 or by the bylaws of the district, wishes to be examined again for the purpose of obtaining a certificate.

18. A child cannot be examined a second time until three months have elapsed since the date of the examination at which it failed, and must on each occasion be examined in all the three subjects of the standard in which it is presented.

19. The inspector will not grant certificates to individual children. He will forward to the managers of each certified efficient school at which he has held an examination, and to the local authority, or local committee, in the case of each special examination, a schedule showing the results of the examination of each child, and deputing the teacher of the school, or an officer of the local authority or local committee, to grant a certificate to *any child who has passed successfully; which certificate shall be granted on presentation of the prescribed form* (Regulation 1).

(a) When this schedule is sent to the managers of a school, or to a local committee, they shall carefully preserve it for at least five years; and if a school is discontinued the managers shall hand over to the local authority of the district the schedules then in their possession.

Child's School Book.

20. A form, with this title, will be prepared which will combine all the three above-mentioned certificates. It will thus show the child's date of birth, attendances at school, and the standards which it may successively pass during its school life. The form with its certified entries will also serve as a pass to work, which can be shown to any person who may wish to take the child into his employment.

21. The production of this form is, in accordance with Article 19 B. 6, in the Code of the Department, in the case of every child admitted to a public elementary school after the 1st of January, 1878, a condition of the child's examination for a grant to the school.

(a) If the local authority think fit to dispense with the registrar's certificate, it shall be lawful for the local authority to direct that, on the production of a baptismal certificate, an extract from the vaccination register, or other reasonable evidence, an entry shall be made in the child's school book, under the hand of their clerk or other person specially deputed for the purpose (such as a school manager, teacher, or other responsible person resident in the school district), of the age of the child at the time when such entry is made. The entry in such cases should expressly state that the person making it has been deputed for the purpose by the local authority; and when once made must not be altered.

(b) It shall not be competent for the local authority to insist upon the production of the registrar's certificate of birth, where the managers of a school offer reasonable evidence of the age of a child, unless the local authority are prepared to pay the whole cost of procuring the registrar's certificate. Any question as to the reasonableness of the evidence (under a and b) should be referred to the Education Department.

22. The form, on the child's admission to a school, will be given up to the teacher, who will keep it, and at the end of every year make an entry of the child's attendances (after five years of age) and of any standard in which the child may have passed successfully (Regulation 19) during the year. The form will be given back on the child leaving the school, either for work or to go to another school.

General.

23. All the forms referred to in these regulations (*except the child's school book*) shall be kept by every local authority, from whom they are to be obtained free of cost or charge, except in the cases where any fee is specially allowed.

23 (a). The forms may be procured from the Education Department by the

local authority, who shall supply such number of copies as may be necessary to any local committee appointed by them, or to the managers of any certified efficient school in their district.

24. *The Child's School Book may be purchased * by the managers of schools through the ordinary channels of trade, and is to be supplied by them gratuitously to every scholar on admission.*

25. If a teacher makes a charge for an entry in any form not expressly sanctioned in these regulations, or refuses to make an entry from the school registers in a form presented to him for the purpose, *the case will be dealt with by the Department under Article 69 of the Code.*

26. No certificate, purporting to be granted under these regulations, will be recognised unless given in one of the printed forms prescribed for the purpose by the Education Department.

27. In these regulations—

- (a) The term "local authority" means a school board, or a school attendance committee (*Elementary Education Act, 1876, secs. 7 and 33.*)
- (b) The term "local committee" means a committee, appointed by a school attendance committee, for a parish, or other area, in the district of such local authority (*ibid. sec. 32.*)
- (c) The term "certified efficient school" means a public elementary school, and any elementary school which is certified by the Education Department to be an efficient school, *and any workhouse school certified to be efficient by the Local Government Board (ibid. sec. 48.)*
- (d) The term "attendance" means the attendance of a child at a morning or afternoon meeting of a school, during not less than two hours of instruction in secular subjects if above, or one hour and a half if under, seven years of age.
- (e) The term "year" means the civil year.

Workhouse Schools.

28. *In the case of Workhouse Schools, certified to be efficient by the Local Government Board, and in which registers of attendance are duly kept, pursuant to an Order of the said Board,—*

(1.) *The term "attendance" has the meaning prescribed by the Order of the Local Government Board, dated 27th of October, 1877.*

(2.) *Certificates of school attendance will be granted to the scholars, by one of the principal teachers of the school, or by the clerk, or other officer of the guardians deputed for the purpose.*

29. *Certificates of proficiency, in the case of children in Workhouse Schools, will be granted, after examination, by one of the school inspectors of the Local Government Board, and not by Her Majesty's inspectors, or their assistants.*

F. R. SANDFORD, Secretary.

* The Child's School Book may be procured in packets of 50 (only) at a charge of One Shilling per packet, post free, from the following firms:—

Messrs. Waterlow and Sons, 80, London Wall, E.C., and 43, Parliament Street, S.W.

" Kerby and Endean, 190, Oxford Street, W.

" Knight and Co., 90, Fleet Street, E.C.

" Ford and Tilt, 52, Long Acre, W.C.

CIRCULAR TO LOCAL AUTHORITIES AS TO THE REGULATIONS
OF 9TH FEBRUARY, 1877.*

SIR,

11th January, 1878.

Various representations have been addressed to the Education Department with reference to difficulties which have arisen in respect of the requirement of "proof of age" in the school book, which has to be deposited by every child admitted to a school for the first time after the 1st January, 1878.

These difficulties were specially brought under their lordships' notice by a deputation, representing some of the largest and most active school boards in the country, which recently waited upon the Vice-President, to request that the enforcement of the rules on this point laid down in the Code (art. 19, B 6), and Regulations (No. 21) of 9th February, 1877, might be temporarily suspended.

While the usefulness of the school book, and the advantages of requiring the insertion in it of a certificate of age, were very generally admitted, it was pointed out that, in a large number of cases, it would be difficult, and in some impossible, to procure a registrar's certificate of the birth of a child. Reference was made to the case of children born before the 1st of January, 1875 (when registration of births became compulsory in England), born out of the country, deserted by their parents, or of the wastrel class generally.

My lords are naturally anxious to make the filling in of the school book as little troublesome as possible to all persons concerned. They have carefully considered the pleas for delay urged by the representatives of school boards, who have evidently considered the subject thoroughly—in a spirit which their lordships fully appreciate—and with a desire to carry the rules into effect, if they saw their way to doing so.

Before stating how it is proposed to meet what is an undoubted difficulty, I am to point out that,

- (1) No change can be made in the present rules * till Parliament has approved such new rules as may be found necessary; and
- (2) The penalty (loss of grant) which may be imposed in any case in which the rules are not observed cannot accrue, generally, within the first six months of the year 1878, the period required to make up the two hundred and fifty attendances prescribed by the Code.

I am further to state that, in the opinion of their lordships, it would not be a reasonable ground for refusing admission to a public elementary school (art. 17 (a)) that a child presented himself without a school book. These school books can be obtained free of expense by the managers from the local authority (regulation 24) and filled up, so far as possible, for the child. In the interval that will elapse between the admission of a scholar and the date when the grant on his behalf is conditionally due, there will be ample time for seeing whether the required certificate from the registrar cannot be obtained.

The payment of 6d. will secure for the child's school not only the grant at the end of the first year of his attendance, but, in many cases, the grants that may be made on his behalf during the whole of his school life:—it may, therefore, be reasonably expected that the managers of the school will, in case of necessity, enable the parent to pay the registrar's fee for the certificate of age.

My lords, however, think that it will be advisable to deal with the cases where a registrar's certificate is not forthcoming, by a regulation somewhat to the following effect, which they will submit at an early date to Parliament, as a supplement to the 21st of the present regulations.

"The usual form of the child's school book will continue to be distributed by the Department. But in cases where the local authority think fit to dispense with the registrar's certificate of the date of a child's birth, it shall be lawful for the local authority, on the production of such evidence as they may consider sufficient, to direct an entry to be made in the child's school book, under the hand of their clerk or other person specially deputed for the purpose, of the age of the child at the time when such entry is made. The entry when once made must not be altered."

* For new Rules, superseding the Regulations of 9th February, 1877, see pp. 52 and 54.

The working of the Registration Act of 1874 (37 and 38 Vic. c. 88) will give greater facilities hereafter for the enforcement of the present regulations; and my lords are glad to find that, with the same object, several school boards are availing themselves of the provisions of the 26th section of the Education Act of 1876. But there will always be a certain per-cent-age of cases in which these rules cannot be complied with, and in these the local authority, who, as responsible for the working of the Act of 1876 in their district, are primarily interested in the matter, will generally—by questioning the parents, or from baptismal certificates, church registers, entries in family Bibles, or the like—be able to obtain, either by their own agency or that of those whom they may depute, such evidence as will satisfy them, for all practical purposes, as to the child's age before it is entered by their authority in the school book.

The local authority, whether a school board or a school attendance committee, will not of course be expected to sit in judgment upon each individual case. They will find it convenient specially to depute persons to act for them, such as members of local committees, managers of schools, or some of their own officers, who will strictly conform to such rules as may be laid down for their guidance by the local authority, but that authority will be held responsible for the action of those whom they entrust with the discretion of granting age certificates on their behalf.

Whenever the rule requiring a registrar's certificate is waived, it will be necessary to strike out from the first page of the child's school book the words "registrar of the district"—and to substitute "the local authority;" but in all such cases, my lords will require that the person who signs shall describe himself as "*clerk or person specially appointed to sign by the local authority.*" If this requirement is omitted, the child's school book will not be accepted as having been completed in accordance with the regulations, and no grant will be payable in respect of any such case.

My lords trust that this proposed new regulation will practically meet the difficulties which have been brought under their notice; but, if it is found insufficient to secure an authentic record of each child's age, which they consider to be a matter of importance and general convenience, they must reserve to themselves the full right of making such further changes as they may deem necessary.

I have the honour to be, sir, your obedient servant,

F. R. SANDFORD.

ON CORRESPONDENCE WITH THE EDUCATION DEPARTMENT.

Preliminary statement. Prior to the opening of any school in respect of which it is intended to seek government aid, whether it be a permanent school or premises temporarily rented for the purpose, application should be made to the Education Department for Form VI. B., upon which a preliminary statement is to be made. This embraces particulars as to the tenure upon which the school premises are held, the sizes of the rooms, the condition of the buildings, the proposed scale of school fees, and as to the head teacher in each department; ample directions are given for filling up the form, so that no further explanation is here needed. After the school has been opened and the preliminary statement has been duly approved, the Department will give notice (on Form XIII. B.) of the month in which the annual visits of Her Majesty's inspectors may be expected, and the date at which the school year (as defined by Art. 13, New Code) will terminate. Thus the period over which the school accounts must be spread will be fixed, and all other arrangements must be made accordingly.

Notice of appointment. Then the engagement of any qualified assistants must be duly notified, as if the approval of the Education Department be not obtained they are not officially recognised (see New Code, Art. 17e). Candidates for engagement as pupil teachers may be employed provisionally, their actual acceptance being dependent on their passing the prescribed government examination, and in their case notice must be given (with particulars as to the year's papers they propose to take) on forms which will be supplied before each annual inspection of the school. After the teacher has settled the "time table," it will require to be submitted to Her Majesty's Inspector for approval on behalf of the Education Department, and afterwards it is very necessary that constant care is exercised with regard to the observance of the regulations of the Department as to the keeping of registers and all matters as set forth in the "New Code." With regard to official correspondence, a hint may be of use to the inexperienced. It is particularly necessary that the instructions at the head of each letter from the Department should be carefully carried out. This will prevent needless trouble, and often also vexatious delay. With such an enormous mass of business requiring to be dealt with day by day it is absolutely necessary that there should be some well-defined system, and correspondents must not neglect the plain instructions which are given for facilitating reference and dispatch. Promptitude and accuracy should be observed in reference to all returns, and it should also be borne in mind that any mistake—especially in Form IX., which embraces the annual statistical and financial statements—may lead to much waste of time before a settlement can be made; and very often, it is feared, the "red tape" of a government department gets the blame which should really rest upon the careless correspondent.

THE GOVERNMENT GRANT.

The subjoined statement shows in a concise form the government grant, obtainable in conformity with the various provisions of the New Code of regulations of the Education Department, the full text of which is given (with notes) in pages 1—44 of this volume.

INFANTS' SCHOOLS.

	If taught as a class in a school.	If taught as a separate department.	
1. On No. in average attendance for the year (each child)	4/	4/	
2. If singing forms part of ordinary instruction (for each)	1/	1/	
3. If discipline satisfactory (each)	1/	1/	
4. On No. of children presented to H.M. Inspector.	8/	10/	
5. For each child over 7 years of age passing in— Reading Writing Arithmetic	4/ 4/ 4/	4/ 4/ 4/	} Standard I. only.

BOYS' AND GIRLS' SCHOOLS.

1. On average attendance (for each child)	4/
2. If singing forms part of ordinary instruction	1/
3. If discipline satisfactory	1/
4. For each child passing in— Reading Writing Arithmetic	3/ 3/ 3/
(After 31st March, 1878, no grant to be paid for any scholar who does not pass in more than one subject.)	
5. For passes in class subjects, Art. 19 C. 1, New Code— Grammar Two only to be taken { History Plain needlework }	4/
6. For passes in "Specific Subjects" (which if taken in girls' schools must include Domestic Economy), Art. 21, and Schedule IV. New Code, of which only two can be ordinarily taken (provided, however, that a pupil who has previously passed Standard VI. may take 3), each	4/

EVENING SCHOOLS.

On average attendance	4/
Passes in—	
Reading	2/6
Writing	2/6
Arithmetic	2/6

PUPIL TEACHERS IN DAY SCHOOLS.

For a pupil teacher (if required under Art. 32c, New Code) passing Annual Government Examination

Fairly, each	£2
Well ,,,	£3

SPECIAL GRANTS TO SMALL SCHOOLS.

Special grant to exceptionally small schools, population under 200, within two miles	£15
Do. do. over 200, but under 300	£10

The conditions upon which grants for special teaching can be obtained from the Science and Art Department, as referred to in subsequent pages, are fully detailed in the "Science Directory" and the "Art Directory," published annually under official authority by the Queen's printers.

ON THE TEACHING OF DRAWING.—AID FROM THE SCIENCE AND ART DEPARTMENT.

Committees. Managers of schools may act as committees in conformity with the regulations of the Science and Art Department of the Committee of Council on Education, so as to enable the schools to earn grants for the teaching of elementary drawing, or they may appoint other persons to act as committees for this purpose. In the case of school boards having more than one school, arrangements may be made for other persons of position and responsibility acting as superintendents of the examinations. The children are to be instructed in drawing by teachers holding art certificates of the second or third grade, and it will count as part of the ordinary instruction of the school, as well as qualify for the special grant. The following are extracts from the regulations of the Department:—

Specially
certificated
teachers.

1. The aid given by the department consists of *payments* made to the managers of the school towards the cost of the maintenance and instruction of the drawing classes in the school; of *prizes* awarded to the children, pupil teachers, or paid monitors, only, of the school, whose exercises reach the standard of excellence; and of *grants* towards the purchase of suitable examples.

2. The Department will determine the number of payments to be made, and of prizes to be given, annually, by means of an examination of a very elementary character, called of the 1st grade, in freehand drawing from copies, freehand drawing from models, and in practical geometry; and by a more advanced examination, called of the 2nd grade, in freehand, geometric, perspective, and model drawing.

3. *Payments.*—The payments which may be made on the results of the annual examination of children in regular attendance upon the ordinary instruction of the day school, and of pupil teachers, or paid monitors, are as follows* :—

* Instruction in drawing may be given in the two hours of secular instruction required by the Code of the Education Department in schools under its inspection.

- (a) 1s. for every child who *only gives satisfactory evidence of having been taught drawing in the school during the previous year.*
- (b) 1s. 6d. for every exercise of the 1st grade in which a child shows proficiency.
- (c) 2s. 6d. for every exercise of the 1st grade in which a child excels.
- (d) 5s. for every exercise of the 2nd grade in which a child is successful.*
No child is eligible for examination in any subject of the 2nd grade who has not shown proficiency, or excellency, in previous examinations, in two of the subjects of the 1st grade.†
- (e) 10s. for every exercise of the 2nd grade satisfactorily worked by a pupil teacher, or paid monitor, of the day school, who has been taught drawing in that school.‡
- (f) £1 for expenses in conducting the annual examination, provided that at least 20 children give satisfactory evidence of having been taught drawing in the school.

4. *Prizes.*—A 1st grade prize will be given to every child whose drawing or drawings of the 1st grade reach the standard of *excellence,*§ and a 2nd grade prize to every pupil teacher, paid monitor, and child, who *excels* in 2nd grade drawing.

5. The examinations of elementary day schools are held in March, under the superintendence of the managers, who must—

- (a) Certify that the school is an elementary school as defined in par. I, and that the children have been instructed by a teacher holding a certificate for drawing from the Department.
- (b) Appoint one of their number to act as correspondent with the Department; and give notice of any change of correspondent.||
- (c) Provide a room or rooms of sufficient size to carry out the examination according to the regulations of the Department.
- (d) Send to the secretary of the Department, before the 1st of February, a statement in Form No. 520 ¶ of the number of children to be examined in each subject of the 1st grade, and of pupil teachers, or paid monitors, and children to be examined in each subject of the 2nd grade. Be responsible for conducting the examination. Give out the examination papers; see them fairly worked according to the detailed regulations (in Form 520a) in the presence, throughout the examination, of at least two of their number; and return them

* A child for whose success in any subject 1s. 6d., 2s. 6d., or 5s. have been paid, cannot be again examined in that subject. A child who has only earned a payment of 1s. may be re-examined in any subject in a future year, but the payment of 1s. will not be made for any child who earns a higher payment. No child may be examined in the same year in subjects of both grades. Pupil teachers and paid monitors may not be examined in any subject of the first grade.

The payment f. of £1, "for expenses, &c.", is not intended as a personal fee to the managers for holding the examination; and if not used in defraying expenses connected therewith, it should be applied towards the cost of the maintenance and instruction of the drawing classes in the school.

+ Children in attendance at an elementary day school may not be admitted to the second grade art examination of a school of art or art class in May, whether they attend such a school or class or not; nor may students of schools of art or art classes, teachers, or assistant teachers, or any others, who are not scholars, pupil teachers, or paid monitors, of the day school in which the examination is held, be allowed to attend its examination in March; excepting as is provided in paragraph 10.

‡ Pupil teachers or paid monitors engaged in elementary schools at which drawing is taught by a qualified teacher, should attend the examination at their own schools in March. Pupil teachers in schools at which drawing is not taught by a qualified teacher, or at which no examination is held in March, and pupil teachers attending schools of art or art classes, may be examined in May, provided that they have not been examined in any subject at the previous March examination. They may not be examined both in March and May.

§ The first grade prizes are a drawing board and T square for success in freehand, a set of compasses for geometry, and a box of colours for model drawing.

|| The Department will not correspond with the teachers; nor may they act on the committee for the superintendence of the examinations.

¶ The managers of schools which have not been examined in the preceding year should apply for Form No. 520, early in January.

under seal, immediately after the examination, to the secretary of the Department.

(e) Admit, at all times, the officers of the Department to visit the school.
6. Grants of 75 per cent. may be made to the managers of elementary day schools, towards the purchase of examples approved by the Department.*

7. Examinations under these regulations may be held exceptionally in schools where drawing is taught by persons who, though not fully certificated have passed successful examinations in freehand, geometric, or model drawing, respectively of the 2nd grade. In such schools, payments will be made on account of children instructed in the 1st grade of those subjects only in which the teacher has passed in the 2nd grade, and not on account of the instruction of pupil teachers, paid monitors, or children, in any subject of the 2nd grade.

Consult Art Directory. Further information on the subject should be sought in the *Art Directory*, published under the authority of the Department. All communications on the subject of these special grants should be made to the Secretary, Science and Art Department, South Kensington, London, S.W.

SCHOLARSHIPS AND EXHIBITIONS.

Help to
deserving
and clever
pupils.

The desirableness of establishing some system whereby exceptionally clever and deserving children of the poorer classes may be afforded opportunities of developing their talents so as to fit themselves—if even not for high distinction—to fill the most useful positions in society for which they are naturally suited, is touched upon in the larger work. The Education Department has, through one of its organizations, recognised the importance of this object; and through the agency of school boards and generous friends of education in different parts of the country, several important movements in the same direction have frequently been very successfully inaugurated.

Grants in aid of this form of scholarships in connection with elementary day schools, are made by the Science and Art Department of the Committee of Council on Education, conditionally upon voluntary contributions being given from the locality by the subscription or subscriptions of living persons, but not by endowment. They are described in the *Science Directory*, secs. lvi. to lviii., as follows:—

Elementary school scholarships. *Elementary School Scholarship.*—A grant of £5 is made towards the maintenance of a deserving student to the managers of any elementary school who undertake to support him for one year and subscribe at least £5 for that purpose.

Conditions of obtaining the elementary school scholarships.

Conditions:—

- a. With any number of scholars up to 100 on the register of the school there can be but one such scholarship; above 100 and up to 200 two scholarships, and so on for each 100.
- b. The scholarship or scholarships must be awarded in competition to the most successful student or students in some examination of the school. The absolute terms of the competition and the award

* Application for aid towards the purchase of examples must be made on Form No. 49. Examples purchased with aid from the Department must be kept on the school premises. If at any time it be found that such examples are not properly taken care of, the aid of the Department may be withdrawn.

of the scholarship will be left to the managers of the school, subject to the approval of the Science and Art Department.

- c. The scholar must be a student of the industrial class, as defined above (see § XLII., *Science Directory*), and be between twelve and sixteen years of age.
- d. He must not be the teacher, pupil-teacher, or other paid servant of a school.
- e. He must continue regularly to attend a day-school, and—
- f. Obtain at least a second class in the elementary stage in some one or more branches of science at the succeeding May examination of the Science and Art Department, after which the Department grant of £5 will be paid.

Application must be made for the Elementary School Scholarships before the 1st March in *one year*, and the Department grant will be paid after the May examination in the *next year*. (*Apply for Science Forms Nos. 280, 281, 282.*)

The Science and Art Scholarship.—A grant of £10 is made towards the maintenance of a student at a day-school who has taken a first grade in Freehand or Model Drawing and Elementary Geometry (see *Art Directory*, p. 35, § 11), and passed in one of the subjects of science, provided that the managers of the school undertake to support him for one year and subscribe £5 for that purpose.

Where there is no Art certificated teacher the examination in drawing can be held by the Science Class Committee, to whom the necessary papers will be sent.

Conditions:—

- a. With any number of scholars up to 100 on the register of the school there can be but one such scholarship; above 100 and up to 200 two scholarships, and so on for each 100 scholars.
- b. The scholarship or scholarships will be awarded to the most successful student or students in the school.
- c. The scholar must be a student of the industrial class, as defined above (see § XLII., p. 15), and be between twelve and sixteen years of age.
- d. He must not be the holder of an Elementary School Scholarship, the teacher, pupil-teacher, or other paid servant of a school.
- e. He must continue regularly to attend a day-school, and—
- f. Obtain a higher class in the subject of science in which he has already passed, or pass in some other subject.
- g. In each year of holding the scholarship he must pass either in a higher grade of the same subject or in a new subject.

Application for the Science and Art Scholarship must be made before the 1st March in *one year*; the successful competitors for the scholarship will be decided at the May examinations of *that year*, and the Department grant of £10 will be paid after the May examination in the *next year*. (*Apply for Science Forms Nos. 283, 284, 285.*)

It rests with the local managers of the scholarships—whether “Elementary School” or “Science and Art”—to determine for how many years a student may hold the scholarship, but in no case can he be allowed to hold it for more than three years.

Should the managers wish the holder of the scholarship to pursue his studies at another school, the Department will be prepared to entertain an application for the continuance of the payment of the £5 or £10, provided the other conditions are still complied with, and all the circumstances reported to the Department.

In addition there are *Local Exhibitions* and *Royal Exhibitions*, for which more advanced students are eligible to compete under conditions which are set forth in the *Science Directory*, chapters lix. to lxii., and these are tenable at some central school and college, or at the Royal School of Mines, respectively.

Apart from these provisions, however, several important systems of scholarships have been founded in connection with school boards, differing considerably in their character and working, but all tending in the same direction.

SCIENCE AND ART CLASSES.

Science and Art classes.

Science and Art classes may be conducted either in conjunction with elementary evening schools or separately, and grants may be claimed from the Science and Art Department providing the regulations contained in the *Science Directory* and the *Art Directory* (sold by the Queen's printers and Messrs. Chapman and Hall) are duly observed. The rules require that responsible managers and secretaries shall be appointed for each class, and they must see that proper supervision is exercised, so as to prevent any irregularity either in connection with the instruction and the marking of registers, or the carrying out of the examinations.

*Govern-
ment
grants.*

In addition to the grants for instruction as tested by the results of examination, grants may also be obtained towards the purchase of apparatus. For the conditions under which these grants are made, see the Directories already named.

The following calendar is issued by the Department for the purpose of reminding secretaries and members of committees of their duties.

*Calendar
of duties,
&c.*

Note.—Secretaries of Science Schools and Classes are particularly requested *always* to quote the "Class Number" on all forms sent to the Department, and on all correspondence.

On opening or re-assembling of school. The report, Science and Art Form No. 120, informing the Department of the existence of a school, to be carefully filled in and sent immediately on its opening, or if it be an old school, on its re-assembling after the vacation.

Note.—If it be inconvenient to send in the Form 120 immediately the school commences or re-opens, the necessary registers may be applied for on Form No. 898, but in all cases where payments are to be claimed on the results of the next May examination, Form No. 120 must be sent in not later than the 1st November. Additions or alterations may be made in the classes afterwards by giving due notice to the Department.

Frequently -

- To visit the school and see that the registers are kept in ink from day to day, and that the regulations of the Department are duly carried out.

To report any changes in the teaching staff, the days and hours of meeting of the classes, the constitution of the committee, the address of the secretary, and any other particulars of importance.

To summon a meeting of the committee when required on the occasion of the visit of the inspector.

Before 1st October

- Irish schools. (*See* special rules for Science Classes in schools under the patronage of the Commissioners of National Education, page 38.)

31st October -

- Form No. 83, forming the committee, or, if it be an old school, Form No. 168, continuing the committee,

to be sent in by this date. Unless the one or the other be received by that date, and any necessary alterations made before the 31st January, so that the committee may be at least provisionally approved by that time, no payment will be made on the results of the examination of the school or class in the ensuing May.

- Before 30th Nov.* - Secretaries of Schools of Art should send in the annual report in Art Form 93A.
- Before 15th Dec.* - If the school have a practical chemistry class, to send up Form No. 420, "Form of Application for the Chemical Apparatus Grant."
- Before 31st March* - To send Form No. 119, giving the precise number of candidates in each subject at the examinations in April and May.

NOTE.—No examination will be held in schools from which this form has not been sent before the 31st March.

- On 9th April (for Art); on 15th May (for Science).* To send up works for Art payments with Art Form No. 528. Excepting works from Science classes, which may be sent not later than the 15th May.

- Before 24th April* - To see that Form No. 91 is hung up in the school-room.

- On the 27th April* - If a parcel containing (1) the papers for the candidates to work upon, (2) copies of Form No. 91, one for each day's examination, and (3) envelopes or canvas bags in which to return the worked papers, should not have been received, or if there should be any mistake in the numbers sent for each subject as applied for, or in the covering letter, to communicate *at once* to the Department.

- During the April and May examinations.* The examination papers for each evening will leave London by the night mail two evenings before, *i.e.*, Thursday evening's papers will leave on Tuesday evening, Friday's on Wednesday evening, *Mondays*'s on *Friday evening*, &c. Should they not arrive accordingly, a telegram to be sent *at once* to the Department.

- On the evening of examination.* To have the general register of the school (Science and Art Form No. 486) in the examination room on each night.

- To adhere rigidly to the letter of the rules on Form No. 91 or 91A. To sign Form No. 91 or 91A. To seal up the papers in one of the envelopes provided, and at once post them.

- 25th May* - To return Form No. 400 for each student in the school, who is competing for an exhibition or scholarship.

- After the examinations.* On receiving the lists of the results, to communicate the contents to the teacher and to each candidate whose name appears in them, and to distribute to the successful candidates the cards which will be sent as soon after the examination as they can be prepared.

- To return as soon as possible Science Form No. 161, filled up in strict accordance with the rules under which prizes are granted. To call a meeting of the committee to examine and certify the claims for payment, Science Form No. 51, and Art Form No. 525 or 526, and the school and class registers, which must be sent up at the same time.

To keep a record of, and inform the Department of the number of individuals examined.

NOTE.—Whenever it becomes necessary to write to a school for a form, or for a return which ought to have been made, and through neglect has not been sent in, a deduction of five shillings will be made from the next payments to the school; and for every day's delay through neglect in sending in the returns noted on this form a deduction of half-a-crown.

MEMORANDUM.

Official communications should be written upon good foolscap paper and sent in envelopes addressed to the Secretary, Science and Art Department, London, S.W. The postage need not be prepaid, and it is particularly requested that post-cards may not be used.

CIRCULARS, ETC., ON SUBJECTS CONNECTED WITH THE NEW CODE.

INSTRUCTIONS TO INSPECTORS, AND EXTRACTS FROM OFFICIAL LETTERS ON THE ADMINISTRATION OF THE NEW CODE.

[**NOTE.**—These instructions were issued in the year 1871 and have not since been revised; therefore subsequent alterations in the Code must be taken into account in reading them. A new circular dealing with some of the same subjects was issued on the 16th January, 1878, and will be found on pages 78—83.]

Articles 10 and 12.

I may remind you that two or three days spent in rapid visits to schools without notice (Article 12) will enable you to sign the time tables and certificates, and to examine the registers and log books of a large number of departments. These visits of surprise, moreover, will enable you to learn more of the general condition of a school, of the regularity with which the attendance is registered, of the habitual presence of the school staff, and of the manner in which the time table is observed, than is possible when the day of your visit is announced beforehand and everything arranged for your coming.

You will bear in mind that, under Article 10 of the New Code, you will be able to employ your assistant somewhat more freely than has hitherto been the practice in examining schools. You will naturally make use of him in the case of those schools with which you are already well acquainted, and may not think it necessary to visit this year. You may also yourself inspect schools and examine the upper Standards, leaving your assistant, or sending him before you, to take the examination of the younger children; or you may be able to economise time by arranging with the managers for the collective examination of the upper Standards of several schools at some convenient centre. By these and other expedients, which your experience will suggest, you will probably be able to gain, for the purpose of ascertaining the supply of public school accommodation in your district, some of the days which are now spent by you in the examination of individual scholars.

Article 12, moreover, of the New Code, will enable you, by visits of surprise, to test the condition of schools that have been visited by your assistants, in case they report to you anything which appears to call for inquiry or special notice on your part.

Article 17 (c).

The offices of a school cannot be regarded as "suitable," unless they are used exclusively by the children attending the school. In a mixed school

of children above seven years of age, there must be a separate set for each sex, accessible by separate approaches from the school-room.

Article 19 B. 1 (b).

The 10s. capitation grants under this Article will be made only when the infants are taught as a separate department, *i.e.*, in a room specially set apart for their use, and by a certificated teacher employed exclusively in their instruction. This teacher, if the infants are fewer than sixty in number, may be an ex-pupil-teacher provisionally certificated under Article 60.

Article 19 B. 1 (a).

The 8s. capitation grants under this Article will be made when the infants are treated as a class of a school for older children, in which case they will be taken into account in settling the school staff required by Article 32 (c).

Article 17 (g) makes it a condition of the award of any grant whatever to a school to which infants are admitted, that they shall be instructed suitably to their age, and so as not to interfere with the instruction of the elder children. The grant to the whole school, and not merely that on account of the infants, will consequently be endangered, unless the arrangements for their instruction are carefully attended to. Whenever, therefore, the infants in a school which claims grants under this Article are sufficiently numerous, they should be placed in a class-room of their own, either opening into the main school, or so near it as to be under the direct superintendence of the principal teacher, who ought to give some time daily to the instruction of the infant class. This should be provided by the time table, which should also show under whose immediate care the class is placed during the rest of the school hours. The pupil-teacher, or assistant teacher, who may be employed in teaching the infants ought not to be confined to this class, but should take a part in the ordinary work of the rest of the school.

In a mixed school under a master, the sewing mistress, who will generally take the girls in the afternoon, may be usefully employed with the infant class in the morning.

ATTENDANCE OF INFANTS.

If infants are admitted to a school before they are three years of age, their attendances while under three must be registered; because they will be taken into account in calculating the accommodation required under Article 17 (c), as well as the staff of teachers required by Article 32 (c).

Their attendances *while under three* must be separately registered; because they will *not* be taken into account in calculating the grant under either section of Article 19; but attendances *made between three and four* may be taken into account,—

- (1) In calculating the grant under Article 19 A. (average attendance).
- (2) As part of the 250 attendances required as a condition of the payment of a capitation grant under Article 19 B. 1.

An infant must be four years of age before being presented for such a grant, but may have made part of the prescribed number (250) of attendances before completing its fourth year.

Article 20.

The minimum qualifications by attendance are two only—

- (a) Two hundred and fifty attendances (simply, whether made under a half-time Act, or otherwise).
- (b) One hundred and fifty attendances under a half-time Act, or (in rural schools) after the completion of a boy's tenth year.

The privilege annexed to the smaller number of attendances (half-time or

rural) does not accrue at all until their numbers *in the year* (Article 13) reaches 150.

E.g. A.B. who makes 50 attendances as a half-timer in the course of the year, must make 200 attendances as an ordinary scholar, to qualify him for examination.

B.C. who makes 150 attendances while under 10, must make 100 attendances when over 10 to qualify him for examination.

Article 20 (b).

This Article is intended to meet the case of boys withdrawn from school at an early age, for employment in agriculture. In the manager's yearly return (Form IX.) they are required to state whether the boys for whom grants are claimed under this Article are so employed when not at school.

Article 23.

RECREATION.

Any interval allowed for recreation in the time prescribed for secular instruction by Article 23 of the New Code must not exceed:—

- (1) *For infants under seven.*—Half an hour in the course of a school meeting of two and a half hours and upwards; or a quarter of an hour in a shorter meeting.
- (2) *For children above seven.*—A quarter of an hour in the course of a meeting of three hours, or from five to ten minutes in a shorter meeting.

ATTENDANCE AT CHURCH.

The two consecutive hours of secular instruction required by Article 23 of the New Code must be the same for the whole school or department. If these are secured, at each meeting of the school, a time table may be approved which provides for the attendance at church on certain specified days of those children whose parents do not object; so long as—

- (1) No part of such attendance is registered as school attendance.
- (2) The time table shows what arrangements are made for the instruction of the remainder of the children in secular subjects during the absence of part of the school at church.

You will bear in mind the requirements of the minute of 7th February, 1871 (section 5), which provides:—

- (3) That if the school premises admit of it, the children withdrawn by their parents from religious observances or instruction receive, by themselves, instruction in secular subjects during the time or times set apart for religious instruction or observances.

HYMNS.

While my Lords entirely approve of the introduction of singing in schools, it must not, so far as it forms part of the two hours' secular instruction required by Article 23 of the New Code, be the practice of a religious observance, or for the purpose of giving instruction in religious subjects.

READING BOOKS.

It is not proposed to prescribe the use of any particular books; but no instruction in religious subjects may be given in any lesson, during the hours fixed for secular instruction under Article 23.

My Lords will deal as they arise with cases in which objection may be taken to the manner in which any particular lesson book is used in a public elementary school.

Article 24.

DRILL.

This article is meant to apply—

- (1) To day scholars only.
- (2) To drill forming part of the ordinary routine of school work, and therefore falling within the ordinary school hours.

A school meeting (Article 23) may be held on Saturday morning for "drill" or "music," or both. But my Lords are advised that not more than one hour at a time should be devoted to drill in the case of children.

Article 29 (b).

This Article refers to the Standards prescribed in Article 28 of the New Code, and not to those prescribed by the Revised Code. At the first inspection after the introduction of the Code of 1871, children who have been examined in Standard I. of the Revised Code (1870), may be presented in Standard I. of the New Code, and so throughout the succeeding Standards.

Scholars examined last year in (what was commonly known as) Standard VII. of the Revised Code, may not be presented again in Standard VI. of the New Code.

Article 32 (a).

Under the New Code, the amount of their Lordships' grants to a school will not be affected by any income which such school may derive from property inalienably appropriated either to the school itself or to education.

Any income from property which is not so appropriated will be treated as a subscription under Article 32.

Articles 47 (b) and 59.

In cases where acting teachers obtain certificates under one of these Articles no grants can be paid to their schools in respect of any period before the date at which they—

- (1) Passed the examination for a certificate; or,
- (2) Obtained (Article 59) a favourable report from the inspector.

Article 59. 2 (b).

The requirements of this Article in respect of the number of children to be examined, and the Standard in which they must pass, cannot be relaxed. It is intended to meet those cases only in which teachers who apply for a certificate without passing an examination can appeal to the results of their work in schools large enough to furnish a fair test of its efficiency.

Articles 86—88.

1. The amount to be placed to the credit of your college for the year now current will consist of one-fifth of the value of the certificates issued in 1866—9, *plus* the full value of the certificates issued in 1870.
2. In 1872, it will consist of one-fifth of the value of the certificates issued in 1868—9, *plus* the full value of the certificates issued in 1871.
3. In 1873, it will be one-fifth of the value of the certificates issued in 1868—9, *plus* the full value of certificates issued in 1872.
4. In 1874, it will be one-fifth of the value of the certificates issued in 1869, *plus* the full value of certificates issued in 1873.
5. In 1875 and each succeeding year, it will be the full value of the certificates issued in the preceding year.
6. The undrawn balance standing to the credit of your college on the 31st December, 1870, will be brought forward as the first entry for the year 1871, and in like manner the balance (if any) remaining to the credit of the college at the close of each year will be carried forward as the first entry for the year next ensuing.

I am further to state, with reference to Article 90 (*a*), that my Lords, looking to the cost per head at which some of the training schools have hitherto been worked, must reserve to themselves the right to suspend the payment of so much of the instalment due on the 1st of September in each year as may appear necessary to keep the total amount of instalments within the limit which the grant for the year is likely to reach. The three instalments might otherwise be in excess of the amount allowable for the year under Article 89.

The average annual expenditure of each college will be a guide to my Lords in such cases; and the balance (if any), including the sum held in suspense, will be paid as set forth in Article 90 (*b*).

FOURTH SCHEDULE.

English grammar and literature are separate subjects. Either or both of them may be taken up under this Schedule.

Article 19 A.

CIRCULAR AS TO ATTENDANCE.

Education Department, 10th June, 1871.

SIR,

My Lords observe that many of the scholars in schools to which annual grants are made, although duly qualified by age and attendance, are not presented to Her Majesty's Inspector for individual examination.

Under the Revised Code, the practice of withholding children was, perhaps, sufficiently checked by the self-interest of the managers; but the increased grants for average attendance, offered by the New Code, make it necessary to take effective means for securing that the scholars should be examined in sufficient numbers to satisfy their Lordships that their grants have been fairly earned.

The entries in the managers' return (Form IX.) show how many scholars ought to be examined; and if this number varies to any considerable degree from the number presented, Her Majesty's Inspectors should make special inquiries as to the absentees, either from inspection or examination, and briefly embody the information obtained in their reports.

My Lords cannot regard a school as in a satisfactory condition if a large proportion of qualified scholars are either absent without good cause or not presented for examination on the day of inspection. Some remark of this kind has frequently to be made by their Lordships, and is scarcely consistent with a favourable report, to which it may be appended.

The fifth supplementary rule in the New Code allows the managers to keep back children *from examination for the purpose of a grant*; but the children so kept back ought to be present on the day of inspection, and may be examined (though not entered on the examination schedule) in whatever manner the inspector chooses. The results of their examination should be taken into account by the inspector in his estimate of the general efficiency of the school.

In your visits during the current year, you will inform the managers of those schools in which too few children are presented for examination, that in future my Lords will make a deduction from their grants, unless they are satisfied with the reasons given for the non-presentation of the qualified scholars. I am to request that you will look to this point very carefully, before you report favourably either in Form X. or on a teacher's certificate.

The children in schools under an active management and efficient instruction, are generally present and presented in sufficient numbers. In such schools the plea that a former scholar is no longer on the register does not prevent his being brought up for examination, and cannot in other schools be recognised as a legitimate excuse for his absence. Unless, therefore, illness,

tempestuous weather, removal from the district, or some other *bona fide* reason for non-attendance can be given, my Lords must assume that there are other grounds for the children's absence, and will deal with each school accordingly. The managers should themselves see to this matter; and if they are not present on the day of the examination to give any explanation which may be necessary, you will note the fact, and it will be borne in mind in deciding on the case.

I am, &c.,
F. R. SANDFORD.

Article 24.
CIRCULAR ON DRILL.

Education Department, 5th June, 1871.

SIR,

In the event of your being consulted by the managers of schools in country districts as to instruction in drill, under Article 24 of the New Code, the following memorandum and letter from the War Office may be useful. You will understand that the proposal to which Lord Northbrook refers is merely a suggestion, and that managers who wish to have their boys drilled, as part of the ordinary school course, must be left entirely free to make the best arrangements for the purpose which the circumstances of each school may allow. In town districts there will be no difficulty in obtaining the services of competent instructors.

I am, &c.,
To Her Majesty's Inspector of Schools. F. R. SANDFORD.

MEMORANDUM.

In the vicinity of a great number of schools throughout England, there are now detachments of volunteers drilled once or twice a week, during at least six months of the year, by Government instructors. These drills take place in the evening, and the instructors have little to do in the day time. By going to the villages a few hours earlier they would be able to drill the boys in the afternoon and be ready for the volunteers in the evening. Except in thinly inhabited districts, where the villages lie far apart, an instructor could drill five or six schools, each once a week.

The elementary drill which would be suitable for boys is capable of being imparted by instructors of either artillery, engineers, or rifle volunteers, and would be sufficient to teach the boys habits of sharp obedience, smartness, order, and cleanliness.

In some districts there are many schoolmasters among the volunteers who frequently rise to be non-commissioned officers. If the Government instructors were employed in the first instance, those schoolmasters who passed a serjeant's examination before an adjutant of volunteers, might, after the first years, be made drill instructor of their schools.

Where the demand for instructors was great, the permanent staff of the militia might also give assistance, as during the greater part of the year they have not much to do.

The payments to instructors would probably be sixpence for each day of actual drill in towns and villages at which they had to drill volunteers, and one penny a mile marching money, where volunteer and school drill could not be combined.

The amount of drill suggested for schools is that comprised in Part I., and some of Part II., in the Field Exercise Book, 1870, under the heads of squad, or recruit, and company drill.

(COPY.)
War Office, 19th May, 1871.

SIR,

With reference to the memorandum left at this Department on the 15th ultimo, I am directed by Mr. Secretary Cardwell to acquaint you,

for the information of the Lord President, that there will be no objection on his part to the employment, with the approval of their commanding officers, of serjeants of the permanent staff of militia and volunteers, in the vicinity of schools, in drilling the boys of such schools on the terms proposed.

I have the honour to be, &c.,

Sir F. R. Sandford, *Secretary,*
Committee of Council on Education.

NORTHBROOK.

Article 28.

INSTRUCTIONS TO INSPECTORS ON THE EXAMINATION OF CHILDREN IN
PUBLIC ELEMENTARY SCHOOLS.

Education Department, 8th May, 1871.

SIR,

Many of Her Majesty's Inspectors will long ago have considered and come to their own conclusions on the chief points of detail, connected with the examination of children under the Standards; but the following practical hints, which past experience has suggested, may be useful, at a time when so large an addition is being made to the staff of officers employed in inspecting schools.

STANDARD I.—Using the book in which the class has been taught to read, each child may be tried in *two or more* places in the book. This has been done rapidly in some cases, thus: all the children in the Standard are formed into a line according to their places in the schedule, and not having anything in their hands but their slates, on which they have done their sums and transcription, they pass the inspector one by one; as each comes up he hands his slate to the inspector, who gives him the book open, and points where he is to read; while listening to the reading, the arithmetic and writing can be marked on the schedule; the inspector turns rapidly over a few pages of the book and the child reads again; he then gives back the book, takes his slate, and goes to his place, while the next child comes up, gives his slate, and is dealt with in the same manner.

The writing, which in this Standard will generally be on slates, should be chiefly judged as *handwriting*, and the handwriting and correctness of transcription and dictation should jointly determine a *pass*. They ought in this stage *both* to be satisfactory in order to pass.

It is best to dictate the sums; if the children are too close together for satisfactory examination two sets of sums should be given alternately, so that each child's neighbour may have sums different from those which he has himself. When cards are used this trouble is avoided, but numbers printed in words and not in figures, are likely to puzzle the younger children in this Standard, and looking over the sums is more tedious. The results of two sums in addition and two sums in subtraction may be easily carried in the memory, and no more are wanted for the dictation of a double set.

No mechanical devices, however, will stop dishonest practices on the day of examination, in a school which has not been carefully and honestly taught throughout the year. An inspector will be justified in recommending a reduction of the grant to a school in which the children are found to have copied from each other.

STANDARD II.—The elementary reading-book may be selected by the inspector. This need not, therefore, be the book used by the children; a small book carried in the pocket, which is fairly up to the Standard III. of (Revised Code) 1870, or an easy paragraph of equivalent difficulty from a page torn out of some story book, will do, if the children read to the inspector in the way described under Standard I. It is, of course, obvious that the inspector must take care not to bring the same book twice to the same school, for the probability is that his book will be chosen when a new series is wanted.

So many interesting and well-printed story books are daily produced by the publishers, that there can be no difficulty in finding, and constantly changing the books to be used in this, and the next two Standards, when examining schools in which the supply of books is insufficient.

Children learn to read by imitating the tones and emphasis with which a passage is read to them by their teacher, but to carry out such a system of instruction, managers must provide, not only good books, but a variety of them, for the use of each class. Without such a provision the teacher's work is wasted.

Children ought not to read the same book over and over again. If they are made to read, or to hear read, the same pages day after day, they commit long passages to memory, and repeat them when required to do so, often without looking at the book, save now and then.

This is not reading; it is a mere mechanical drudgery, which no good teacher would tolerate. Children ought to be made familiar with fresh combinations of words in every lesson.

There ought to be several distinct sets of books supplied to each class, and when one set has been read through, a fresh set should take its place. These books, moreover, should not be made up of pages of words of a similar length or sound, nor of so called sentences to which no meaning can be attached. They should consist of narratives in which children can take interest and find amusement.

Children ought not to stumble in reading, but be able to read on slowly, and if they come to a strange word to pronounce it accurately after a pause; if they cannot pronounce a word after spelling it, but look at the inspector, they have been badly taught. They should articulate clearly and read intelligibly, though a little difficulty in doing so may be fairly allowed to pass.

The writing of this Standard, which should consist of children under nine years of age, will probably be much better done on slates than on paper, but they ought to have begun writing on paper. You should therefore inquire if the children can write on paper their sums and dictation, and if the managers do not object let them do so; but if any objection is made you should not insist on it on the occasion of your first inspection. If the children have been properly taught, they will be prepared for any style of examination within the limits of the Standard; and teachers should not be allowed to plead that they have been accustomed to any particular method of examination, if an inspector chooses to follow another plan. In all the higher Standards the exercises in arithmetic and writing should be done on paper, so that you can examine them and mark the schedule either in the school or at home, as is most convenient.

Dictation of the sentence, which should be first read over once to the class distinctly, so that they may be supposed to understand what it means, may be given by yourself or by any teacher whom you may appoint, *who stands fixed at a proper distance from the class*, and implicitly follow the directions of Article 28. The sentence must not consist of only a few words, but should extend to at least five or six lines.

Writing on slates at this stage will, as *handwriting*, generally pass; you must, therefore, rigidly adhere to your maximum number of mistakes in spelling (according to the length of the piece dictated, and the words occurring in it), and refuse to pass those who exceed.

If the children have written on paper they will have had more difficulty to contend with; but if you enlarge the maximum number of allowable mistakes in this case, you should also take into more strict account the character of the handwriting.

The arithmetic questions should not involve the giving out of numbers of more than *five figures*.

STANDARD III.—The remarks on reading under the previous Standard should be remembered here. Increased quickness and more intelligence should be looked for, and a fair power of pronouncing at sight words which may have some difficulty.

Take care that the sentence "from the same book," under "Standard III. writing," may fairly be proposed to the class for correct spelling, and that it involves no "catches." The result should be judged by handwriting and correct spelling jointly.

This is the first stage in which it is *requisite in all cases* that the children should write on paper. It is well to avoid any artificial rule or personal preference for any style of handwriting. Round, large, clear handwriting has gained ground in many schools, but it has much prejudice to encounter on the part of parents, who are not impressed by it as they should be. You should take this into account. If the handwriting is easily legible and uniform it should be called good, whatever its style. If it be easily legible but is irregular, or if it be hard to read though regular, it should only be called fair. If hard to read and irregular it is bad. Supposing a child's dictation contains three errors in spelling (the full number of allowable mistakes which you had determined on) and the handwriting is only fair, this ought not to secure a pass. One mistake above the maximum allowed for a pass in spelling may be counterbalanced by the handwriting being good, and so secure a pass.

Freedom from error in spelling, if the handwriting is bad, ought not to secure a pass, the mechanical art of writing in this Standard being of much importance.

The sums in arithmetic in *Standard III.* should not involve large numbers. If you wish to secure plenty of work it is better to give several short sums than one long one. Sums of money which the children can comprehend, and questions which involve dealing with money according to their circumstances and experience, will always be the most suitable. It will be well also to introduce here, if not earlier, questions which call upon the child's reasoning power as to how they should be solved; and not "mere" sums, requiring numerical accuracy only.

Example.—John gives Thomas a dozen and a half of eggs at three for 4d., and receives from him two loaves at 8d. each, how much does Thomas still owe to John? Children in good schools will learn to do such sums mentally; and it is a considerable help to their powers of accuracy, and a good exercise, to put down on paper the steps which they can accomplish rapidly in the mind.

STANDARD IV.—Reading books in use in schools too often contain very little poetry, others contain large quantities of doggerel verse. Both are objectionable for this exercise, which will be most satisfactory and decisive if the children read from a well-printed book or sheet which you hand to them singly, no one looking over what comes next. A few questions on the meaning of words, or of what has been read, should be put to the children in the higher Standards, as a test of their intelligence.

Writing from dictation should involve both poetry and prose in this and the next Standard.

Arithmetic in this Standard must include the present system of weights and measures, but there is no need to make it unduly onerous (see *note* to this Standard in the Code). A chart of the metric system should be hanging on the school walls. The decimal system is so simple that it will be learned in a day or two, and the plan of decimalising any common unit is excellent for showing the advantage of the uniform plan, e.g. express large weights in cwt. and decimals of the cwt.; small weights in lb. and decimals of the lb.; length by yard, and decimals of the yard. Familiarity with such examples will ultimately lead all to see the advantages of the decimal and then of the metric system, or some system equivalent to it in principle.

STANDARDS V. and VI.—There is no need to say anything on the qualifications of good reading under these Standards, as they suggest themselves to the judgment of educated persons.

In writing under Standard VI., the "theme" will sometimes be a difficulty, because it is supposed to be constructed according to certain strict rules, and the paraphrase is an exercise which in indifferent hands often amounts to turning good English into indifferent English, so that unless

you have a superior school, in which the upper class can undertake either a theme, letter, or paraphrase, the "letter" will probably be the exercise you will require.

If the children are dull, you may have to suggest a subject; you may have to read them a story and tell them to reproduce it in their own words; or set up a school picture before them, and tell them to describe what they see; or some similar method of helping them to perform the task.

In arithmetic the question should correspond with the wants of working men; wages, interest on money put into the savings bank, accounts of work, division of payment for work among a gang according to the time each has given to it, rates on small tenements, profit and loss on joint ventures, freight charges by rail or by sea, &c., will serve as instances.

Extra Subjects.—You will observe that each child is to make an individual "pass" in these subjects (not more than two); the examination is no longer to be by classes, nor is the former limit of £8 maintained.

In the course of this year teachers will probably consult you on the scheme they propose to adopt for the next (see New Code, p. 19, Schedule IV.); for the present year they will have to depend on your approval at the time of examination of the system adopted.

You will be careful to remind them that the "specimens" given in the schedule are not meant to be compulsory examples; and if you are satisfied that any variation from them is an improvement, you will be glad to give your approval.

All examinations on these subjects should be on paper, for a *vivæ voce* examination in large schools will be impossible with any fairness or reasonable speed; reading or repetition (as under the head *Language*) alone excepted.

If in geography children show "maps" which have been done by them, be sure to write your name on them with the date, that they may not be produced a second time; drawings in other subjects should all be initialed and dated, so that you or the succeeding inspector may only have before him the genuine work of the school year.

Although "music" is not recognised as one of the extra subjects, you will in all cases, where the teacher can produce it, expect class singing by ear; and you should reckon the discipline of a school imperfect in which a certain amount of drill is not part of the school routine.

If time is set down on the "Time Table" for drill, you should see the boys put through their exercises.

Unless these exercises are satisfactory, you will remind the managers that the time taken for them under Article 24 may be disallowed, and you will call attention to the third section in the Minute of the 20th of March, 1871, which provides that grants to day schools which fall due after the 31st of March, 1872, shall be reduced by one shilling per scholar, according to the average number in attendance throughout the year, in those cases in which the inspector does not report that vocal music forms a part of the ordinary course of instruction.

INFANT SCHOOLS.—The inspection and examination of infant schools will differ in some degree from the practice of past years; but only in the fact that the children who would have been presented in Standard I. (Revised Code, 1870,) will now not be individually paid for, according to passes. The first class of children in the infant school ought, however, to be strictly examined, and if every fourth child is called out (or some convenient proportion), such children ought to be able to pass *at least* as much as individual children did in that Standard. You will observe (New Code, 19 B. 2) that *no child above seven years of age* can be reckoned for the 10s. grant (19 B. 1 b). If children above seven are found in the infant school—which ought rarely to be the case—they may be sent in for examination with the children in the boys' and girls' school in (New Code) Standard I.

I have the honour to be, &c.

F. R. SANDFORD.

[Circular No. 153.]
CIRCULAR TO H.M. INSPECTORS. ENGLAND AND WALES.

Education Department, Whitehall,

16th January, 1878.

SIR,

As it has now become evident that, by the operation of recent legislation, the great majority of the labouring classes will be virtually compelled to send their children to public elementary schools, which are aided, and therefore to a large extent regulated, by the State, a heavy additional responsibility is imposed upon the Government with respect to the character of the schools in which these children will be obliged to spend all their school life.

It becomes, therefore, more than ever the duty of the Education Department to do all in their power to secure both that the most suitable and useful instruction, and such as is mostly desired by their parents, is furnished for the children, and that their moral training is fully provided for during the years which they will be compelled to spend in public elementary schools. To enable the Department to fulfil this duty, the Lords of the Committee of Council on Education must principally rely upon the action and influence of her Majesty's inspectors in their respective districts; and from their knowledge of the zeal and public spirit of their officers, they feel that they may rely with confidence upon their cordial co-operation. Considering, however, the great increase in the staff of inspectors since 1870, and the large number of recent appointments,* and looking also to the increased responsibility now cast upon the inspectors by the important changes in the educational system which have been made in the last three years both by legislation and by the codes, further directions appear to be desirable.

In conveying to you the following instructions from their lordships, I am desired to inform you that, in arriving at the conclusions which are herein embodied, they have carefully considered the reports of the most experienced inspectors during the last four years, as well as the many representations made to them during that period by managers of schools, and by other persons of knowledge and experience in educational matters.

Education Act. With regard to your action respecting the recent Education Acts, detailed directions are not needed, as their lordships have no cause for doubting that you will as heretofore do all in your power to promote their successful working, being careful to maintain an entire impartiality between schools under different kinds of management, and to avoid even the appearance of using your influence in favour of either voluntary or board schools, or of taking a part in local differences on these matters.

There are, however, some general instructions with regard to these Acts to which I am desired to call your attention.

While their lordships are most anxious that you should afford to any local authorities that may apply to you, the benefit of such advice, on matters covered by your instructions, as may assist them in bringing into full and satisfactory operation the important powers with which they have been entrusted, it is necessary that you should bear in mind, in the case of school attendance committees appointed by boards of guardians, that they are mainly responsible to the Local Government Board, and are assisted and advised in the discharge of their duties by the inspectors of that board. You will, therefore, be very careful in your communications with such committees to show that you have no authority to dictate to them, or, unless specially directed to do so by this Department under section 27 or 43 of the Act of 1876, to ask for an account of any of their proceedings.

I should inform you, at the same time, that during the present year, you will probably be specially directed, under the Act of 1876, to report to their lordships any parts of your district in which the local authorities are not thoroughly fulfilling the duties imposed upon them by those Acts, in respect of the education, the school attendance, and the employment of the children of their districts.

* The staff of inspectors has risen from 73 in 1870, to 120 in 1877.

If any cases are brought before you, or come to your knowledge, of an infraction of the seventh section of the Act of 1870, *i.e.* the Time Table Conscience Clause, you will not fail, acting in the spirit of the Act of 1876 (sec. 7), forthwith to communicate with their lordships on the subject; and you will take special care to point out to school managers and teachers the importance of the strictest adherence, in letter and spirit, to the provisions of that conscience clause, and to remind them, where necessary, of the total forfeiture of grant which their lordships would at once inflict, should those provisions be persistently evaded or neglected. It should never be forgotten that a child withdrawn from the whole or part of the religious teaching or observances of a school, should in no way be subjected to disparaging treatment on account of his parent having thought fit to avail himself of his statutory right in this matter. But, on the other hand, in your communications respecting the arrangements of the time tables, you will remember that you have no right to interfere in any way with the liberty allowed by statute to managers of providing for religious teaching and observances at the beginning and end of the two daily school meetings. In your allusions to this subject and to the conscience clause, you will be most careful not to lead managers or teachers to suppose that the complete provision which has now been made by the legislature for protecting the rights of conscience, as an essential part of a system of compulsory attendance, and the limitation of the necessary examination by her Majesty's inspectors to secular subjects, imply that the State is indifferent to the moral character of the schools, or in any way unfriendly to religious teaching.

In connection with this subject, as affected by the Code, and your own action as a representative of the Department, I have to direct your attention to their lordships' views respecting the moral character of the schools, and the character and condition of the teachers.

My lords are anxious that you should lose no suitable opportunity of impressing upon both managers and teachers the great responsibility which rests upon them, over and above the intellectual teaching, in regard to the moral training, of the children committed to their charge. You will express your special approbation of all schools where, from knowledge which you have gained by repeated visits, you observe that a high moral tone is maintained; you will not fail to enlarge upon the article (19a)* in the Code respecting discipline as showing the interest taken by parliament and by their lordships in this all-important subject; and, where it is not satisfactorily attended to, you will not hesitate to recommend a reduction of the grant. You will, in the spirit of that article, urge the managers to do all in their power to secure that the teachers maintain a high standard of honesty, truth and honour in their schools, and that they not only inculcate upon the children the general duty of consideration and respect for others, but also the special duty of obedience to, and reverence for, their parents.

Their lordships have observed with great regret the large number of cases of falsification by teachers of the registers of attendance which have been brought to their notice. They have felt it their duty to visit in the severest manner all cases of deliberate fraud, as it is obvious that persons who are guilty of such fraudulent acts are unfit for the care of children. You will therefore be careful to remind teachers, at proper times, of the very serious nature of such offences. The reduction of the grant which is made in many of these cases will, it is hoped, lead managers to see that it is their interest,

Conscience clause.

Character of schools and teachers.

Personal oversight of the schools by managers.

* "The inspector will bear in mind, in reporting on the organization and discipline, the results of any visits without notice (art. 12) made in the course of the school year; and will not interfere with any method of organization adopted in a training college under inspection if it is satisfactorily carried out in the school. To meet the requirements respecting discipline, the managers and teachers will be expected to satisfy the inspector that all reasonable care is taken, in the ordinary management of the school, to bring up the children in habits of punctuality, of good manners and language, of cleanliness and neatness, and also to impress upon the children the importance of cheerful obedience to duty, of consideration and respect for others, and of honour and truthfulness in word and act."

as well as their duty, to give close attention to the details of the daily working of the schools under their control. The experience of many years has shown that the best schools have generally been those where the managers exercise a personal supervision over them, and are in constant friendly intercourse with the teachers and the children. My lords have been sorry to find that many of the largest schools have in the last few years been deficient in this great element of usefulness, and that accordingly a much lower tone has prevailed amongst teachers and children in these cases. My lords trust that you will lose no opportunity of endeavouring to secure for all the children of your district the advantage of this supervision, by informing the managers of the importance which their lordships attach to their personal influence over the schools for which they have accepted the responsibility, as a most valuable part of the educational system of the country; and you will do all in your power to support the authority of the managers over their schools. The friendly interest and supervision of the managers is particularly needed in the case of the young teachers of both sexes in large towns; who being often strangers to the place and living alone in lodgings, without friends or relations, should be the object of their special care. You will therefore enquire from time to time, whether the managers take a personal interest in the conduct, comfort, and well-being of these young persons, as my lords consider this matter to be of great importance, not only to the teachers themselves, but to the children who are entrusted to their care, and who must be much affected by the characters and example of their instructors.

Pupil
teachers. It is needless to remind you that the condition of the pupil teachers of your district should receive your very careful consideration. My lords have reason to fear that sufficient care has not been bestowed upon them in many cases, either by managers or teachers. You will do well therefore to bespeak the special attention of the managers to this important subject. You will oppose the appointment of sickly precocious children as pupil teachers, and you will insist upon good health as an essential qualification for those who aspire to the teacher's office. You should warn the managers and teachers against allowing teachers of this tender age to be overworked, and should point out to them that under the revised memorandum of agreement, arrangements can be made, with great general advantage to the school, by which the pupil teachers may be allowed a portion of the school hours for their own instruction or preparation of lessons, provided that the time so employed is devoted exclusively, like their five hours of special instruction, to the subjects prescribed by the Code. You should discourage the habit of sacrificing to the preparation of their lessons the times allotted for meals, and you should specially warn teachers of the serious effect upon the health of the female pupil teachers—girls of fourteen to eighteen years of age—of being kept standing all day at work in their schools. You should endeavour to secure that the pupil teachers receive a regular course of systematic instruction from their teachers, instead of a mere "cram" preparation for examination, and you should do all you can to maintain in the teachers and managers a sense of responsibility for the formation of the character as well as the attainments of their pupil teachers.

Code. I pass on to call your attention to the large changes made in the Code during the last two years, to the objects their lordships had in view by those changes, and to the manner in which they desire you to work them. You will probably have observed that their lordships' object throughout has been, over and above the acquisition by every child of the bare ordinary rudiments of education, to promote the development of the general intelligence of the scholars rather than to seek to burden their memories with subjects which, considering the early age at which the majority of children leave school, would not be likely to be of use to them; and also to encourage such training in school, in matters affecting their daily life, as may help to improve and raise the character of their homes. With respect to the ordinary rudiments, you will urge the teachers, as far as they are concerned, not to be satisfied with just enabling the children to pass the standard examinations which set

them free from compulsory attendance, but to endeavour to provide that all children before they leave school shall at least have acquired the power of writing with facility, of using the simple rules of arithmetic without difficulty, and of reading without exertion and with pleasure to themselves. As regards history and geography, you will encourage, as far as you can, such teaching as is likely to awaken the sympathies of the children. Their attention should be specially directed to the interesting stories of history, to the lives of noble characters, and to incidents which tend to create a patriotic feeling of regard for their country and its position in the world; and while they should be made acquainted with the leading historical incidents that have taken place in their own neighbourhood, and with its special geographical features, an interest should be excited in the Colonial and Foreign Possessions of the British Crown.

Though their lordships always decline to interfere respecting the choice of Books. the books used in the schools, it will be well that you should point out the great value of using, in the reading lessons, interesting books on such subjects as natural history, the wonders of creation, or the like, which do not form part of the ordinary school course; and with regard to the poetry which the children are required in the higher standards to learn by heart, while you will discourage foolish and trifling songs, and pieces above their comprehension, you will call attention to the value of learning by heart generally, as a means of storing the children's memories with noble and elevated sentiments. Though their lordships have found it necessary to reduce the number of songs to be learned from twelve to eight, they desire to give every encouragement to singing in schools, as a most valuable element in the education of children.

You will not fail to inform the managers and teachers of the importance which their lordships attach to good instruction in needlework, in domestic economy, as described in the New Code,* and in the knowledge of "common things," and to such teaching as is likely to promote habits of thrift. You will encourage any well-considered schemes, such as are being adopted in various parts of the country, for teaching practical cookery to the elder girls; while, on proper occasions, you will call attention to the facilities which now exist for the establishment of school penny savings' banks, and to the great success which has attended their introduction in many schools in the poorest districts.

You will bear in mind, and will urge upon managers and teachers, that Subjects of though certain subjects only are paid for under the Code, and certain subjects only are obligatory, it is in their power to give instruction to children in any other useful and suitable branches of knowledge for which the parents show a liking, or which the character and habits of the population seem specially to require. It cannot be too strongly impressed upon you, that uniformity in the school course, as far as the non-essential subjects are concerned, is not the object their lordships have in view in their administration, but that, on the contrary, they consider it advantageous to the country generally, that there should be a variety in the teaching of the schools, so as to meet the varying and very different requirements of different localities and conditions of life. It is with this view that a great variety of optional subjects, both in elementary science and literature, has recently been added by their lordships to the Code. From no good school, however, or conscientious teacher, will you ever hear the plea urged that only "paying" subjects can be attended to. The schools which pass best in such subjects are not those which confine themselves solely to the work of the standards, which are necessarily fixed with an eye to the capacities of ordinary children, or even to the others enumerated in the Code. Regularity of attendance, which is increasing daily, under the action of recent legislation, will probably give ample time for the more advanced instruction of the better scholars, and of

* 1. Food and its preparation. Clothing and materials.—2. The dwelling; warmings, cleaning, and ventilation. Washing materials and their use.—3. Rules for health; the management of a sick room. Cottage income, expenditure, and savings.

those who remain at school longer than the early age at which compulsion ceases, while the honour certificates of the Act of 1876, which are in fact exhibitions for the best scholars, will, it is to be hoped, judging from the value which already appears to be attached to them, work in the same direction.

Night schools.

Some changes made in the Code, with a view to encourage night schools, will not have escaped your notice. Experience has shown their usefulness, both in the manufacturing and rural districts, in supplementing the work of day schools. The early age of leaving school, and the large number of young men who have either received no instruction at all, or have forgotten what they have learned, will, at any rate for the present, make these schools of much value. As they call for considerable personal sacrifices, on the part both of teachers and scholars, they are likely to be maintained only where a genuine and meritorious zeal for education exists on both sides. Owing, however, to the small numbers of which, in most cases, these schools must necessarily consist, they can hardly be carried on without encouragement and support from this Department. My lords, therefore, desire you to give every encouragement in your power to local efforts for the establishment of night schools, under circumstances which promise that they will be judiciously conducted, and actively maintained.

Examina-
tions.

I have now to convey to you some directions respecting the examination of schools, and your inspection generally.

The changes in the Code have been so considerable, and the requirements of it have been so largely raised, that my lords think it most desirable that, in your examinations, the New Code should be worked very gradually and cautiously, so as not to discourage either the teacher or the children, by expecting too much from them at first under a change of system. These remarks will of course be particularly applicable to new schools, and to those where many rough and untutored children have been recently introduced by means of compulsion. My lords wish it to be understood that they do not approve of the examination being taken on paper under Article 19 C of the Code,* except in special cases, respecting which, of course, you must use your own discretion. It has long been the practice of the most experienced inspectors, in consideration of the obligation upon girls to learn needlework, while boys have no corresponding obligatory claim upon their school hours, not to apply to girls, in the examination in arithmetic, exactly the same standard of proficiency as to boys. My lords are of opinion that this practice should be adopted by her Majesty's inspectors generally.

Visit with-
out notice.

Their lordships further direct me to say that they attach great importance to a second visit (without notice) being made, as far as possible, to every school in the year, with a view to the general encouragement of the teachers and the children, and to enable you to exercise a larger influence upon the general conduct of the school than is possible where only one visit for the purpose of examination takes place; and they would strongly impress upon you their desire that you should endeavour to make all your visits, as far as lies in your power, an encouragement and assistance to managers and teachers in their difficult work.

You will bear in mind that anything like dictation to teachers, as if they were in any sense officers of the Department, or responsible to any one save the managers of their schools, should be very carefully avoided. It is no part of an inspector's duty either to find fault with or to reprove a teacher. If he thinks it either necessary, or a kindly act, to give advice, or warning, to a teacher, it should not be done in the hearing of the scholars or pupil teachers.

But, above all, it is incumbent on an inspector to show by his manner in

* 19 C. 1. The sum of 4s. per scholar, according to the average number of children, above seven years of age, in attendance throughout the year (art. 26), if the *classes* from which the children are examined in Standards II.—VI., or in specific subjects (art. 21 b), pass a creditable examination in any two of the following subjects, viz. grammar, history, elementary geography, and plain needlework.

5. The mode of examination (whether oral or on paper)+ is left to the discretion of the inspector.

+ Examination on paper will, as a rule, be confined to scholars in Standard VI.

examining, and dealing with the classes and with individual scholars, that the main object of his visit to a school is to elicit what the children know, and not to prove their ignorance. That object is entirely defeated, if by a harsh, impatient, or indistinct manner of questioning the scholars, he frightens or confuses them, or if he puzzles them by fanciful and unreasonable questions.

With regard to your assistant, you will not delegate the inspection of a school to him, except in a case of absolute necessity, arising from illness or some such cause. When you have been compelled to do so, you will notify the fact to the Department, and you will make a point of making a visit yourself to that school in the same year. You will, as far as possible, confine your assistant's action to the individual examination of scholars. You should, however, always take enough of this work yourself to enable you to report from your personal knowledge, upon the efficiency of every department. The main duty of the assistant is to collect for you sufficient facts, as to the children's reading, writing, &c., on which you can form a judgment as to the merits of the schools under your inspection; and their lordships cannot accept any reference to the opinion of an inspector's assistant, as part of the official report on a school. For everything of the nature of *inspection*, the inspector alone is responsible; and the interests of schools depend so materially upon the results of the yearly official visit, that it is necessary to insist that more time should be devoted by the inspector to an examination into the actual work done in every school on his list, than is frequently given to this duty at present. The increase in the staff of many of the districts, and the reduction in the size of others, will remove some of the difficulties which formerly existed in connection with this part of the inspector's duties.

In the official reports which you are called upon to make to this Department, from time to time, respecting the condition of your district, my lords will be glad that you should generally notice the subjects to which your attention has been directed by this special circular.

My lords are fully aware that no little tact and judgment are required to fulfil the duties of your office, especially in your relations to the managers of the schools. The standard of duty which they place before you is undoubtedly a high one; but they are of opinion that the object of Parliament, and of successive Administrations, in maintaining the present large staff of officers of the highest standing, has been, not merely to certify the Department respecting the rudimentary instruction given in the schools, but that her Majesty's inspectors should still take a leading part, as so many distinguished members of their body have done, in developing and raising the character of our elementary schools, so that the country might derive the greatest possible benefit from their institution. Their lordships have therefore felt it their duty, at a period of considerable change in the educational system of the country, to state somewhat fully their views respecting the action and responsibilities of her Majesty's inspectors, and also respecting the instruction, training, and management of the schools which are subject to their supervision, so as both to assist and encourage their inspectors, and also to remove doubts which have been expressed by those connected with schools on the various matters which are alluded to in this circular.

While, from their knowledge of the past and present work of her Majesty's inspectors, my lords rely with confidence upon having their continued zealous assistance, they as confidently rely upon the friendly and public spirited co-operation of the local educational authorities, and of the managers and teachers of schools, in carrying on the great work of national education in the manner, and with the results, which the large sacrifices of the country give it a right to expect.

I have the honour to be, sir, your obedient servant,

F. R. SANDFORD.

To—

H.M. Inspector of Schools.

**FORM OF MEMORANDUM OF AGREEMENT
BETWEEN MANAGERS AND TEACHERS, AS SUGGESTED BY
THE EDUCATION DEPARTMENT.**

The following form of memorandum is printed for the guidance of managers and teachers, but they are not bound to adopt it.

MEMORANDUM OF AGREEMENT BETWEEN

hereinafter called **THE MANAGERS**, on behalf of the Managers of the School, and

hereinafter called **THE SCHOOLMASTER**.

THE SAID MANAGERS, for themselves, their executors, administrators, and assigns, **AGREE** with the said schoolmaster, his executors, administrators, and assigns,—

1. To engage the said schoolmaster as principal teacher of [or of the department of] the said school from the day of 18 inclusive, until the expiration of three calendar months from the date at which notice in writing shall have been given on either side to end such engagement, or until wilful breach shall have been made in any of the following stipulations, or until in lieu of notice the salary and emoluments hereinafter agreed for shall have been paid for three calendar months beyond the day on which the engagement is to be ended.
2. To pay to the said schoolmaster by four equal payments on the usual quarter days, with proportionate sums for any shorter periods included in this engagement, a salary at the rate of £ per annum so long as the sum received on account of the said school in grants from the Government upon examination of the scholars and in fees from the scholars within the year ending at the quarter day up to which the schoolmaster has to be paid, shall together not have been less than £ but by so much as they shall have been less, the salary shall be less also by the same sum.*
3. To permit the schoolmaster to occupy the residence attached to the said school.
4. To keep the fabric and fixtures of the said residence in tenantable repair without any deduction on that account from the salary hereinbefore agreed to be paid.

THE SAID SCHOOLMASTER AGREES, for himself, his executors, administrators, and assigns, with the said managers, their executors, administrators, and assigns,—

1. To teach the usual subjects of elementary instruction to the scholars attending the said school on such days and during such hours as the managers may appoint, not exceeding hours per week (exclusively of Sundays).†
2. To maintain good order and discipline among the scholars, and to train them in good habits and manners.

* The effect of this provision is to *secure* to the master a certain *minimum* salary, and *subject to a maximum*, to give him a pecuniary interest in the prosperity of the school. There are obvious objections to giving a direct interest in the Government grant to the master who keeps the registers which help to determine its amount. If, for the sake of stimulus, such a direct interest be given to him, it should be confined (as above) to that part of the grant which depends upon examination, and should not extend to that part which depends upon average attendance.

† If the master has duties to discharge on Sundays the requisite stipulation must be added.

3. To attend and assist at all inspections and examinations of the school and scholars as often as required by the managers to do so.
 4. To keep all such registers and accounts, and to furnish from them such certificates, extracts, and returns as the managers may require.
 5. To receive for and pay to * the said managers all scholars' fees.
 6. To take all proper care of the premises, fixtures, furniture, books, and appurtenances of the said school, and of the premises and fixtures of the said residence.
 7. To pay the sum of per day by way of liquidated damages for so long a time as he shall hold and occupy the said school and residence after the end of this agreement and without the express consent of the said managers, all such sums to be recoverable by distress and sale as rent from tenant to landlord, and the recovery thereof not to bar the use of any other remedies given by Act of Parliament for the removal of schoolmasters continuing to hold premises which they are bound to vacate with their office.

Signed this _____ day of _____, 18____.

- Witness.

[Circular No. 132.]

**CIRCULAR TO H.M. INSPECTORS.—ALL QUALIFIED CHILDREN
MUST BE EXAMINED.**

Education Department, Whitehall, London, S.W.
30th January, 1877.

SIR,

I am directed to point out to you that arts. 19 B. (5) and 19 C. (4) require all children above seven years of age, who are qualified by attendance under art. 19 B. or 20, and who are not absent from the school upon reasonable excuse, to be presented for examination on the day of the inspector's visit. No child, who is able to be present, may be withheld from examination on account of its ignorance or want of capacity. Art. 29 meets such cases by allowing a scholar to be presented a second time in the same standard.

You will see that under arts. 19 C. (4) and (6),^t and art. 21 (c) the withholding of a small number of children may improperly affect the amount of the grant. The prohibition to withhold was introduced to prevent the grant being obtained or increased by keeping scholars away from the examination instead of by improving the order and instruction of the school.

With regard to the excuses for absence H.M. Inspector will, if he considers them obviously unreasonable and insufficient, treat an absentee child

* This stipulation should always be made. receipts, they should be paid to the managers share back. The school account should show cases. Whatever be the master's interest in any full, and he should receive his property both the receipt and the outgoing in such

† Requires an adhesive Ireland Revenue Stamp of 6d., which must be cancelled in the manner directed by Act 23 & 24 Vict. c. 111, sect. 12 (that is to say) every party to the agreement must, at the time of signing the same, also write, upon or across the stamp, his name and the date of the day and year.

[‡] 12 G. (2) of the Scotch Code.

as if it had been presented and had failed. On the other hand, he will make a special report on any cases in which he has reason to believe that scholars have been kept away, on the day of inspection, by their parents, or under other influences, with a view to discredit or injure the school or the teacher.

I am to add that, in some districts in England, school boards, with the view of securing the presence of qualified scholars and the grants that may be earned by their examination, make attendance on the day of the inspector's visit compulsory under their bye-laws. With the same view the managers of voluntary schools, in some instances, return part of the school fees at the end of the year to the scholars who attend for the purpose of being examined.

The desire to obtain labour certificates under the Education Act of 1876 will probably increase the attendance at every school on the day of inspection, while the co-operation of all teachers who have the interest of their school at heart may be relied upon as helping in the same direction. It is not a good sign of a school when there is a large amount of absenteeism on the day in question, even on the part of those who have permanently left the school, but are qualified for examination and grants.

You will consider these instructions as superseding all previous instructions upon this point.

I have the honour to be, Sir,
Your obedient servant,
F. R. SANDFORD.

INSTRUCTIONS OF EDUCATION DEPARTMENT RESPECTING SCHOOL REGISTERS.

Dated July, 1873.

SIR,

Their lordships' grants under the New Code depend so materially upon the accuracy of the returns made by the managers of schools, that it is absolutely necessary to require the registers of every school to be so kept that the attendance and progress of individual scholars may be tested with ease and certainty.

The Code requires that before any grant is made to a school the Education Department must be satisfied that registers of admission and daily attendance are accurately kept, and may be accepted as trustworthy (art. 17 b).

Again, under art. 32 (b), the grant may be reduced by not less than one-tenth nor more than five-tenths upon the inspector's report for faults of registration.

In every school there should be—

- (1) A register of admission, progress, and withdrawal.
- (2) Registers of daily attendance for all scholars.
- (3) A book of summaries.

These registers must (art. 34) be provided by the managers out of the funds of the school, so as to be the property of the school, and not in any sense of the teacher.

Admission Register.

The *Admission Register* should be kept exclusively by the head teacher, and made up at least once a week. Successive numbers should be allotted to the children on their admission, so that each child may have its own number, which it should retain throughout its school career. A child who returns to school after an absence of any duration would resume its original admission number.

This register should show distinctly for each child in the school—

- (a) Its number on the register.
- (b) The date of its admission or re-admission, day, month, and year.
- (c) Name in full, Christian and surname.

- (d) The name and address of its parent, or guardian.
 - (e) Whether exemption from religious instruction is claimed.
 - *(f) The exact date of the child's birth, day, month, and year.
 - *(g) The last school (if any) which it attended before entering this school.
 - *(h) The highest standard in which it was there presented.
 - (i) The successive standards in which presented in *this* school.
 - (k) The date of leaving.
- Where several children of the same name attend, they may be distinguished thus:—“John Jones (a),” “John Jones (b),” &c.
This register should have an alphabetical index.

Attendance Registers.

The registers must be marked every time that the school meets, however small the attendance may be. They should show the daily and weekly attendances of every scholar, beginning with the first day of the school year (art. 13), and continuing to the end of the same.

Adequate time for marking these registers should be provided for in the time tables,—from five to ten minutes or more, according to the number of scholars.

In mixed schools the boys should be entered in the upper part of a page, the girls in the lower, leaving a space between them.

On the outside of the cover of each register should be legibly written the name of the school, and the year, also the department (boys, girls, mixed or infant, as the case may be), and the class or classes to which it belongs.

There should be columns for each child's admission number, for its name in full, and its age last birthday, and columns for all the weeks in the year, which should always be dated at their head with the day and the month. A column for school pence received in each week is not unfrequently added to the attendance columns, but as this is apt to cause confusion in the additions, both of the pence and attendances, the pence columns had better be kept separate, unless entries be made in them in red ink. There should be a column for the entry at the close of each week of the total attendances made by each child during that week, and at the end of the register columns to sum up the total attendances of each child during the year. Another column is required in schools attended by half-timers, who should be distinguished by the insertion of “H” (half-timer under any Act), or “R” (rural half-timer), &c., after their names. The register for each class may be marked by the pupil teacher (if he have completed his second year) having charge of the class, but the head teacher must always be responsible for its being regularly and properly kept.

In marking the attendance registers, the following rules should be observed:—

- (1) The registers must be marked and finally closed at least two hours before the termination of the time given to the secular instruction at each meeting of the school, and at the time specified on the approved time table.
- (2) After the registers are closed no child may be marked.
- (3) Every child must be marked at each meeting of the school
- (4) In ink, never in pencil inked over afterwards.
- (5) Presence must be marked with a long stroke, thus /, or \.
- (6) Absence must be marked with an “a,” or “s” (sick), or “w” (weather), or “h” (home circumstances), or otherwise, as the case may be.
- (7) There must be no dots.
- (8) No erasures: if any error has been made it must be corrected by a foot-note.
- (9) No blanks.

* Special care must be taken to obtain exact information on these points from the parents, former teachers, and registrar of births, if necessary.

- (10) If a child leaves before the two hours of secular instruction its mark for presence should be cancelled by another stroke across it thus X.
- (11) Registers must be original and not copied from slates, papers, &c., on pretence of keeping them clean, or any other plea.
- (12) The number of attendances made by the class should be entered at the foot of the column every morning and afternoon at the time for closing the registers.
- (13) The number of attendances made by each child during the week must be entered.
- (14) When a half or whole holiday occurs, or (*in England and Wales*) on the occasion of days set apart for special inspection, under sec. 76 of the Education Act (when the meetings and attendance are *not* to be registered for the purpose of annual grants), a line should be drawn down the whole length of the column or columns.
- (15) For longer periods, "holiday" should be written across the columns. At the foot of the attendance columns for each week, or in some place specially provided for them in the registers, should be entered—
 - (a) The number of times the school was open, morning and afternoon.
 - (b) The total number of attendances made by all the children on this register during the week.
 At the foot of each pence column, the total amount of pence received during the week.

Summary.

- (1) The weekly entries of the attendance of each class should be transferred from the class registers every week into appropriate pages in the summary, and the average attendance for each week recorded.
- (2) At the completion of the year, the annual averages for the whole school should be struck and entered of boys and girls separately,—
 - (1) Under three.
 - (2) Between three and seven.
 - (3) Above seven, and
 - (4) Above eight,
 and the highest weekly average noted.
- (3) The summary should be clear, and should at once show the results asked for in the managers' return, Form IX.

In this book copies of the last examination schedule, and of the returns in Form IX., should be preserved, together with a list of scholars qualified to be presented, but not presented, and the reasons for their not being presented.

These registers should be checked at uncertain intervals, and at least once in every quarter, by the managers, and at the time of checking them an entry should be made in the log-book. They should also be signed at the same time by the teachers responsible for them.

Attendance registers, when filled, should be put away and preserved for at least one year. Admission registers and summaries should never be destroyed.

The above rules are intended for day schools, but should be applied as far as possible to evening schools.

My lords do not at present insist upon uniform registers as a condition of annual grants, but they trust that, by the co-operation of the managers of schools, such an extent of uniformity may be gradually introduced as to make the adoption hereafter of a uniform system of registers a matter of little difficulty.

I have the honour to be, Sir,

Your obedient servant,

A. T. CORY,
Assistant Secretary.

CIRCULAR AS TO CERTIFICATES OF TEACHERS IN DISTRICT OR WORKHOUSE SCHOOLS.

1. The teachers in district and workhouse schools may be admitted to examination for the certificates issued by the Education Department, at the examinations held at the training schools in December in each year:

- (1) Who satisfy art. 47 (a) of the Code 1873:—that is, who have resided as students for one year in training schools under inspection; or,
- (2) Who are twenty-one years of age; have served with credit for at least two years in a district or workhouse school; are recommended by the Local Government Board; and hold at the date of examination certificates of efficiency, or certificates of competency of the first class.

2. If a student, on leaving a training college, is appointed to a situation as teacher in a workhouse or district school, his service in that school (if not less than two years) will be taken into account if he subsequently removes to a public elementary school. If he does so, their lordships will be prepared to issue his parchment certificate on receiving a favourable report on his practical skill as a teacher from one of Her Majesty's inspectors, after his visit to a school in which the said teacher has been employed for a period of not less than three months before the date of the inspector's visit.

The period of a teacher's service in a workhouse or district school will also be taken into account in subsequently revising his certificate, under art. 55 of the Code.

The teacher must then produce and deliver to Her Majesty's inspector, for transmission to this office, certificates of good conduct and good service from the inspector of the Local Government Board charged with the supervision of the schools in which he has been employed, and showing the dates and duration of his employment in such schools.

These rules will also apply to female teachers.

In the event of any teacher duly qualified according to regulation No. 1 (1 and 2) desiring to sit for examination for a certificate at one of the examinations held in December at the several training schools, an application to that effect should be made by the teacher to the inspector of workhouse or district schools in the district, prior to the 1st of September in each year.

By order of the Local Government Board,
FRAS. FLETCHER, Assistant Secretary.

LIST OF TRAINING COLLEGES FOR TEACHERS.

Name of Training College.	Name and Address of Correspondent.
ENGLAND AND WALES.	
<i>For Masters only. (17.)</i>	
Bangor (British and Foreign Society's)	Rev. D. Rowlands, Bangor.
Battersea (National Society's)	Rev. E. Daniel, Battersea, London, S.W.
Borough Road (British and Foreign School Society's)	Alfred Bourne, Esq., Borough Road, London, S.E.
Carmarthen (National Society's)	Rev. W. H. Parry, Carmarthen.
Carnarvon (Church of England)	Rev. J. S. Boucher, Carnarvon.
Chelsea, St. Mark's (National Society's)	Rev. J. G. Cromwell, St. Mark's Training College, Chelsea, London, S.W.
Cheltenham (Church of England)	Rev. R. M. Chamney, Cheltenham.

Name of Training College.	Name and Address of Correspondent.
Chester (Diocesan)	Rev. Chancellor Espin, Training College, Chester.
Culham (Oxford Diocesan)	Rev. H. Lewis, Culham, Abingdon.
Durham (Diocesan)	Rev. S. B. Smith, Training College, Durham.
Exeter (Diocesan)	Rev. J. G. Dangar, Exeter.
Hammersmith, St. Mary's (Roman Catholic)	Rev. T. Graham, Brook Green House, Hammersmith, London, W.
Peterborough (Church of England)	Rev. C. Daymond, Peterborough.
Saltley (Worcester Diocesan)	Rev. F. W. Burbidge, Saltley, Birmingham.
Westminster (Wesleyan)	Rev. Dr. Rigg, Wesleyan Training College, Horseferry Road, Westminster, London, S.W.
Winchester (Diocesan)	Rev. C. Collier, Training College, Winchester.
York and Ripon (Diocesan)	Rev. G. Rowe, York.
<i>For Mistresses only. (22.)</i>	
Bishop's Stortford (Rochester Diocesan)	Rev. A. E. Northey, Hockerill, Bishop's Stortford.
Brighton (Chichester Diocesan)	Rev. H. H. Wyatt, Bolney Vicarage, Hayward's Heath.
Bristol, Gloucester, and Oxford (Diocesan)	Rev. R. E. Richards, Fishponds, Bristol.
Cheltenham (Church of England)	Rev. R. M. Chamney, Cheltenham.
Chichester (Bishop Otter's Memorial)	Rev. R. Espinasse, Westhampnett, Chichester.
Darlington (British and Foreign School Society's)	Alfred Bourne, Esq., Borough Road, London, S.E.
Derby (Lichfield Diocesan)	Rev. T. H. Twist, St. Michael's Vicarage, Derby.
Durham (Diocesan)	Rev. W. H. Walter, Durham.
Gray's Inn Road (Home and Colonial School Society's)	Rev. J. Joyce Evans, Gray's Inn Road, London, W.C.
Lincoln (Diocesan)	Rev. Hector Nelson, Lincoln.
Liverpool Roman Catholic	The Principal, Roman Catholic Training College, 96, Mount Pleasant, Liverpool.
Norwich (Diocesan)	Rev. T. Archbold, Norwich.
Oxford (Diocesan)	Rev. H. D. De Brisay, Bradmore Road, Oxford.
Ripon (York and Ripon Diocesan)	Rev. E. D. Badcock, Ripon.
Salisbury (Diocesan)	Rev. W. D. Morrice, St. Thomas's Vicarage, Salisbury.
Southlands, Battersea (Wesleyan)	Rev. G. W. Olver, The College, Southlands, Battersea, London, S.W.
Stockwell (British and Foreign School Society's)	Alfred Bourne, Esq., Borough Road, London, S.E.
Swansea (British and Foreign School Society's)	David Williams, Esq., Training College, Swansea.
Truro (Exeter Diocesan)	Rev. J. R. Cornish, Dr. Barham's, Truro.
Wandsworth (Roman Catholic)	T. W. Allies, Esq., 22, Portman St., London, W.

Name of Training College.	Name and Address of Correspondent.
Warrington (Chester Diocesan) . . .	Rev. Canon Hornby, Training College, Warrington.
Whitelands (National Society's) . . .	Rev. J. P. Faunthorpe, Whitelands House, Chelsea, London, S.W.
	<i>For both Masters and Mistresses. (1.)</i>
Homerton (Congregational)	E. Liddell, Esq., The College, Homerton, London, E.

SCOTLAND.

For Mistresses only. (3.)

Aberdeen (Church of Scotland) . . .	Joseph Ogilvie, Esq., Aberdeen.
Aberdeen (Free Church)	R. Lumden, Esq., Aberdeen.
Edinburgh, Lochrin House (Scot. Epis.)	Rev. C. Smith, Edinburgh.

For both Masters and Mistresses. (4.)

Edinburgh, Castle-hill-terrace { (Church of Scotland)	S. S. Laurie, Esq., 22, Queen Street, Edinburgh.
Edinburgh, Moray House (Free Church)	A. Thomson, Esq., Free Church Educational Committee, Edinburgh.
Glasgow, Dundas Vale (Church of Scotland)	J. Leitch, Esq., Training College, Dundas Vale, Glasgow.
Glasgow (Free Church)	W. Kidston, Esq., Free Church Training College, Glasgow.

MINUTE OF THE COMMITTEE OF COUNCIL ON EDUCATION
APPROVING OF TIME TABLES.*Presented to both Houses of Parliament by Command of Her Majesty.*

AT THE COUNCIL CHAMBER, WHITEHALL,

The 7th day of February, 1871.

BY THE LORDS OF THE COMMITTEE OF HER MAJESTY'S MOST HONOURABLE PRIVY COUNCIL ON EDUCATION.

Read:—

Section 7 of the Elementary Education Act, 1870, and the following Articles of the New Code, 1871, viz.:—

Article 12. An inspector may visit any public elementary school at any other time without notice.

Article 23. Attendance at a morning or afternoon meeting may not be reckoned for any scholar who has been under instruction in secular subjects less than two hours, nor attendance at an evening meeting for any scholar who has been under similar instruction less than one hour and a half.

Resolved:—

1. That the time table of each public elementary school shall be submitted to the inspector of the district, at his first visit to the school after the 30th of April, 1871.

2. That the inspector shall enter on every time table which fulfils the requisite conditions, "approved on behalf of the Education Department," with his signature and the date of his visit.
 3. That the inspector may approve any time table which, while conforming to sec. 7 (2) of the Education Act, in respect of the time or times appointed for religious observances or instruction, sets apart for instruction in secular subjects at least two consecutive hours at each morning and afternoon meeting, and one hour and a half at each evening meeting of the school.
 4. That the inspector shall not express any opinion as to the time or times appointed for religious observances or instruction, or as to the nature of such instruction, but shall confine himself to seeing that the prescribed amount of time is secured for secular instruction.
 5. That before signing the time table the inspector shall satisfy himself—
 - (1) That a copy of the regulations contained in sec. 7 of the Education Act is conspicuously put up in the school.
 - (2) That the time table is printed or written in distinct characters, and that sufficient copies of it are provided to be put up in every schoolroom.
 - (3) That, if the school premises admit of it, the children withdrawn by their parents from religious observances or instruction receive, by themselves, instruction in secular subjects during the time or times set apart for religious instruction or observances.
 6. That the inspector, at any visit which he pays to a school without notice, shall report to the Education Department if he finds that the work of the school is not being carried on according to the approved time table, or that the time table itself is not exhibited in every schoolroom.
 7. That if any five parents or guardians of scholars for the time being attending a school make complaint in writing to the Education Department that a time table, approved by the inspector, is not in accordance with this Minute, the Education Department, on receiving such complaint, shall make such inquiry and order in the matter as they may think fit.
 8. That copies of this Minute be forwarded, for their information and guidance, to Her Majesty's Inspectors of Schools.
-

MINUTE OF THE COMMITTEE OF COUNCIL ON EDUCATION,
MODIFYING CERTAIN PROVISIONS OF THE MINUTE OF
7TH FEBRUARY, 1871, RELATING TO THE APPROVAL OF
TIME TABLES.

AT THE COUNCIL CHAMBER, WHITEHALL,

The 2nd day of April, 1878.

BY THE LORDS OF THE COMMITTEE OF HER MAJESTY'S MOST HONOURABLE
PRIVY COUNCIL ON EDUCATION.

Read:—

1. Paragraphs 1 and 3 of the Minute of 7th February, 1871—

"1. That the time table of each public elementary school shall be submitted to the inspector of the district at his first visit to the school after the 30th of April, 1871.

"3. That the inspector may approve any time table which, while conforming to sec. 7 (2) of the Education Act, in respect of the time or times appointed for religious observances or instruction, sets apart for instruction in secular

subjects at least two consecutive hours at each morning and afternoon meeting, and one hour and a half at each evening meeting of the school."

2. Article 23 of the New Code (1878):—

"Attendance at a morning or afternoon meeting may not be reckoned for any scholar who has been under instruction in secular subjects less than two hours if above, or one hour and a half if under, seven years of age; nor attendance at an evening meeting for any scholar who has been under similar instruction less than one hour."

Resolved.—To modify the above Minute as follows:—

1. That the time table of each public elementary school shall be submitted to the inspector of the district *at every visit he pays to the school.*

3. That the inspector may approve any time table which, while conforming to sec. 7 (2) of the Elementary Education Act, 1870, in respect of the time or times appointed for religious observances or instruction, sets apart *at each meeting of a school*, for the instruction in secular subjects *of each class or division of the school, at least the amount of time prescribed by art. 23 of the Code.*

3 (a). Provided that at each meeting of a school instruction in secular subjects is continuously given for the prescribed time, by or under the personal supervision of the principal teacher, and that there is a class-room attached to the school; a time table may be approved which provides for religious instruction (in accordance with the provisions of sec. 7, and in board schools of sec. 14 (2), of the Act of 1870), being given in the class-room to separate classes or divisions of the school, either at the beginning or end of the meeting; and the time of secular instruction need not be the same for the whole school.

3 (b). If there is no class-room attached to a school, the time for secular instruction must be the same for the whole school.

CIRCULARS TO INSPECTORS ON APPROVAL OF TIME TABLES.

EDUCATION DEPARTMENT, May 31, 1871.

SIR,

I am directed to remind you that before approving a time table under the Minute of 7th February, 1871, you must ascertain that it conforms to sec. 7 of the Elementary Education Act.

This is all that is essential in order that you should affix your signature.

To prevent any misunderstanding on this point, I am to request that you will enter on time tables which satisfy the prescribed conditions, "approved on behalf of the Education Department *as fulfilling the requirements of sec. 7 of the Elementary Education Act, 1870.*"

But in advising managers as to the arrangements shown on a time table for the distribution of work during the hours of instruction in secular subjects you will remind them—

1. That payment of grants to a public elementary school depends upon the fulfilment of art. 23 of the New Code.
2. That payment of grants for special subjects depends upon the fulfilment of art. 21.
3. That the "use of ill-adjusted time tables"—(Instructions of September, 1862)—is one of the faults for which the grant to a school may be reduced under art. 32 (b).

Her Majesty's inspectors ought not to interfere with the responsibility of managers and teachers for the details of school work. The efficiency of

their arrangements will be tested by the results produced at the annual examination of their school; but you can point out any serious objection to a time table which is presented to you for signature, leaving the managers to decide whether they consider an alteration necessary.

If the time table does not show the classes and subjects entrusted to the pupil teachers, and the time given by the principal teacher, during school hours, to their technical instruction in the art of teaching, these particulars ought to be entered in the log-book, and inquiry should be made, at the time of your visit, as to how far the arrangements so recorded are carried out in the daily work of the school.

I have the honour to be, &c.,
F. R. SANDFORD.

August 10, 1872.

SIR,

1. My lords are frequently asked whether, and if so, under what circumstances, the managers of a school may allow a time table which has been approved by her Majesty's inspector to be departed from in the daily work of a school.

2. So far as a time table sets forth, as required by sec. 7 of the Education Act, the time or times to be devoted to instruction *in religious subjects*, no change may be made without the express sanction of the inspector. This sanction ought not to be given in the course of a school year, except upon formal application from the managers, nor unless strong grounds for the change are shown. The parents of scholars attending a public elementary school ought to know for certain at what time or times they may withdraw their children, if they wish to do so.

3. Any neglect of this division of the time table will entail a forfeiture of grants—the loss will fall upon the managers, and they must, therefore, see carefully and constantly to this point.

4. So far as the distribution of the time devoted to *secular instruction* is concerned, the case is different; as the approval by the Education Department required under sec. 7 (2) of the Elementary Education Act does not apply to such distribution of time. A time table, however, for all subjects taught, is necessary to secure order and regularity in the daily work of a school, and when once settled ought to be adhered to. It otherwise ceases to be of any use for the information of the parents, or to be a guide to the inspector in forming his judgment of a teacher, or in examining a school.

5. The managers should therefore arrange with the inspector at his yearly visit what the time table for the ensuing year is to be; if they allow the teacher to alter it permanently during the school year, a special note of the change allowed should be made by the correspondent in the log-book; and a copy of the table, as corrected, ought to be at once put up in the school.

6. Occasional deviations from the table may be allowed without so formal a record, but they also should be noted by the teacher in the log-book; if frequently resorted to without good reason they must be regarded as a proof of the teacher's inefficiency, and may cause the grant to be reduced.

7. The inspector will therefore read the 6th paragraph of the Minute of 7th February, 1871, as referring to the time table so far as it has been approved under sec. 7 of the Education Act; but so far as the hours of secular instruction are concerned, he will note in the log-book, for the information of the managers, every case in which he finds a school not being taught according to the ordinary time table, unless there is a record in the said log-book of the reason why the order of instruction set forth in the time table has not been observed.

I have the honour to be, &c.,
F. R. SANDFORD.

THE INSPECTION AND RECOGNITION OF "CERTIFIED
EFFICIENT SCHOOLS," UNDER SEC. 48 OF EDUCATION
ACT, 1876.

*Circular to H.M. Inspectors (No. 137) issued by Education Department 8th
February, 1877.*

SIR,

I am directed to forward, for your information and guidance, the annexed copy of the rules which the Lords of the Committee of Council on Education have laid down with respect to the conditions under which they will be prepared to recognise as "certified efficient schools," under the Education Act, 1876 (sec. 48), those elementary schools which do not seek annual aid, and are not inspected by the officers of other departments of the State.

The efficiency of every such school will have to be tested in respect of—

1. The premises in which it is held.
2. The results of the secular instruction.

1. Your inquiry under the first head will extend to all the points on which you are required to report, under the New Code, in the case of an application for annual aid, and will include the supply of school furniture, books, apparatus, and other material appliances.

My Lords are not prepared to certify any school as efficient which does not, in these particulars, come up to the standard required as a condition of annual grants, until they are satisfied that any deficiencies which you may have pointed out have been made good.

2. As regards the standard of instruction fixed by the rules, my Lords are aware that it is a very low one, and that it can be accepted only as a starting point for future improvement. They have taken it, with very slight modifications, from the test of efficiency prescribed by the instructions issued to the inspectors who, under the Act of 1870, carried out the inquiry into the general school provision of the country. It is obvious that as the object of the recognition of the new class of schools in question is to secure for children who do not attend public elementary schools such instruction in the first four standards of the Code as will qualify them to obtain certificates of proficiency, under the Act of 1876, enabling them to go to work, it will be the duty of the managers so to raise the character of the teaching in their schools as at least to keep pace with the standards of proficiency required in successive years by that Act as a condition of employment. My Lords must, therefore, expressly reserve to themselves the power to require a higher standard of instruction, from time to time, from those schools which are to be continued on the list of certified efficient schools.

Should you find the instruction in any school more advanced than the standard suggested in the rules, you will report what results are actually attained in the school, and the higher subjects, if any, in which proficiency is shown by the scholars.

If, on the occasion of any visit to a certified efficient school, you find that the managers wish to apply for annual aid, and their teacher to be examined for a certificate under Article 47 of the Code, you will hear the teacher give a lesson to a class, as a test of his (or her) practical skill, and you will satisfy yourself that the school does not fall short of the *minimum* standard of instruction specified in the rules. So, if the managers wish the teacher to

receive a certificate without examination, under Article 59 of the Code, you will examine the scholars according to the terms of that article, and report the result of the examination, and your opinion of the teacher's skill. In either case you will inform the managers that they must intimate their wishes to this department, if they have not already done so, reminding them that no grant can be made to any school which is not conducted as a *public elementary school* within the meaning of the Education Act of 1870 (sec. 7).

My Lords will expect you to report upon the certified efficient schools which you visit, either when specially called upon to do so, or in any general report on your district, which is presented to Parliament.

I have the honour to be, Sir,

Your obedient servant,

F. R. SANDFORD.

RULES AS TO CERTIFIED EFFICIENT SCHOOLS.

1. The managers of any elementary school who wish the school to be certified as efficient, will, on writing to the Secretary, Education Department, Whitehall, London, S.W., receive instructions as to the manner in which their application is to be conducted.

2. The Department, on agreeing to entertain the application, will direct one of Her Majesty's inspectors to report upon the school. The inspector will give notice beforehand to the managers of the day fixed for his visit.

Preliminary Conditions.

3. Before a school is certified as an *Efficient School*, the Education Department must be satisfied that,—

- (a) Elementary education is the principal part of the Education given in the school, and that the ordinary school fee for each scholar does not exceed ninepence a week.
- (b) The school is not carried on under the management of any person or persons who derive emolument from it.
- (c) The school premises are healthy, well lighted, warmed, drained, and ventilated; supplied with suitable offices, and contain in the principal school-room and class-rooms at least 80 cubical feet of internal space, and eight square feet of area, for each child in average attendance.
- (d) The school is properly furnished, supplied with books and apparatus, and under good discipline.
- (e) The teacher is efficient, and is not allowed to undertake duties, not connected with the school, which occupy any part whatever of the school hours.
- (f) The girls are taught plain needlework, as part of the ordinary course of instruction.

Standard of Instruction.

- 4. (a) The general instruction of infants (from 5 to 7) will be tested by the standard of instruction used in public elementary schools.
- (b) As regards the elder children, fifty per cent. of the number of scholars above 7 years of age, in average attendance during the previous year, will be individually examined in reading, writing, and elementary arithmetic; those from 7 to 8 in Standard I. of the Code of 1870, those from 8 to 10 in Standard I. of the Code of 1877, and those above 10 in Standard II. (or a higher Standard) of the same Code (1877).
- (c) One half of the children examined ought to pass in two subjects.
- (d) One half of the children above 10 ought to pass in two subjects.
- (e) One half of the children so passing ought to pass in arithmetic.

	Standard I. (1870.)	Standard I. (1877.)	Standard II. (1877.)
Reading . . .	Narrative in mono-syllables.	One of the narratives next in order after monosyllables in an elementary reading book used in the school.	A short paragraph from an elementary reading book.
Writing . . .	Form on black board or slate, from dictation, letters, capital and small, manuscript.	Copy in manuscript character a line of print, and write from dictation a few common words.	A sentence from the same book, slowly read once, and then dictated in single words.
Arithmetic . .	Form on black board or slate, from dictation, figures up to 20; name at sight figures up to 20; add and subtract figures up to 10; orally, from examples on black board.	Simple addition and subtraction of numbers of not more than four figures, and the multiplication table, to 6 times 12.	The four simple rules to short division (inclusive).

5. The school must meet in the morning and afternoon, in the course of each year, not less than four hundred times, or a smaller number of times if it is carried on, under an arrangement approved by the Department, with the view of satisfying the requirements of any bye-law passed by a local authority, for the half-time instruction of children above 10 years of age.*

6. Attendance at a morning or afternoon meeting may not be reckoned for any scholar who has been under instruction in secular subjects less than two hours,† if above, or one hour and a half ‡ if under, seven years of age. These hours need not be consecutive, nor necessarily the same for the whole school.

School Registers.

7. The registers of every certified efficient school must be so kept that the attendance and progress of individual scholars may be tested, and certified, with ease and certainty, in pursuance of any regulations made by the Education Department, under the Elementary Education Act, 1876 (sec. 24); and for this purpose in every school, there must be—

- (1) A register of admission, progress, and withdrawal.
- (2) Registers of daily attendance.
- (3) A book of summaries.

Admission Register.

8. The admission register should show distinctly for each child in the school—

- (a) Its number on the register.
- (b) The date of its admission (day, month, and year).
- (c) Name in full, christian and surname.
- (d) The name and address of its parent or guardian.
- (e) The exact date of the child's birth.
- (f) The last school (if any) which it attended before entering this school.
- (g) The date of leaving.

* An arrangement under this rule may provide for a school being open only in the morning, or afternoon, of each day, or twice a day for certain months in the year.

† This may include an interval of 15 minutes for recreation during a meeting of 8 hours, or of 5 to 10 minutes in a shorter meeting.

‡ Not including any time allowed for recreation.

9. (a) This register should be made up at least once a week. Successive numbers should be allotted to the children on their admission, so that each child may have its own number.

- (b) Where several children of the same name attend, they may be distinguished thus:—"John Jones (a)," "John Jones (b)," &c.
(c) This register should have an alphabetical index.

Attendance Registers.

10. The attendance registers must be marked every time that the school meets, and must show the daily and weekly attendances of every scholar for each year.

11. On the outside of the cover of each register should be legibly written the name of the school, and the year, also the department (boys, girls, mixed, or infant, as the case may be), and the class or classes to which it belongs.

12. Each register should contain—

- (a) Columns for each child's admission number, for its name in full, and its age last birthday, and columns for all the weeks in the year.
(b) A column for the entry at the close of each week of the total attendances made by each child during that week, and, at the end of the register, columns to sum up the total attendances of each child during the year.

Another column is required in schools attended by half-timers, who should be distinguished by the insertion of "H" (half-timer under any Act) after their names.

13. In marking these registers, the following rules should be observed:—

- (1) Every child must be marked at the commencement of each meeting of the school.
(2) Presence must be marked with a long stroke (thus /).
(3) As soon as a child completes its two hours of secular instruction, its mark for presence should be crossed by another stroke (thus x).
(4) Registers must be original, and not copied from slates or papers.
(5) The number of attendances made by the class should be entered at the foot of the column every morning and afternoon.
(6) The number of attendances made by each child during the week must be entered.

14. At the foot of the attendance columns for each week, or in some place specially provided for them in the registers, should be entered—

- (a) The number of times the school was open, morning and afternoon.
(b) The total number of attendances made by all the children on this register during the week.

Summary.

15. The weekly entries of the attendance of each class should be transferred from the class registers every week into appropriate pages in a summary register, and the average attendance of the whole school for each week recorded.

16. At the completion of the year, the annual averages for the whole school should be struck and entered, of boys and girls separately—

- (1) under 5,
(2) between 5 and 7, and
(3) above 7.

17. These registers must be provided by the managers, so as to be the property of the school, and not in any sense of the teacher.

18. All the registers should be checked at uncertain intervals, and at least



once in every quarter, by the managers. They should also be signed at the same time by the teachers responsible for them.

19. The registers, when filled, must be carefully preserved for ten years.
20. If a school is discontinued the registers are to be handed over to the local authority of the district.

General Conditions.

21. An inspector may visit any certified efficient school at any time without notice, and will endeavour to do so *with notice* once every year.

22. The managers will, when called upon, report as to the teacher's character, conduct, and attention to duty.

23. The inspector will report whether the school is efficient in organization, discipline, and instruction, and whether the registers are properly kept.

24. The certificate that a school is efficient may at any time be recalled or suspended, if—

- (a) Either of these reports is unsatisfactory; or,
- (b) Any of the conditions on which the certificate was granted cease to be fulfilled; or,
- (c) The Department is not satisfied that all returns called for are duly made, the admission and daily attendance of the scholars carefully registered, and all returns and certificates of character may be accepted as trustworthy.

25. Notice of the issue, suspension, or withdrawal of a certificate of efficiency will be given to the local authority of the district in which the school is situated.

26. Notice is to be given to the Department, by the managers, of any change of teacher in the school.

27. The managers must appoint a correspondent with the Department, and must give notice of any change of correspondent.

28. Teachers cannot act as managers of, or correspondents for, the schools in which they are employed.

NEW MINUTE OF THE EDUCATION DEPARTMENT ON
UNNECESSARY SCHOOLS.

AT THE COUNCIL CHAMBER, WHITEHALL,
The 21st of June, 1878.

BY THE LORDS OF THE COMMITTEE OF HER MAJESTY'S MOST HONOURABLE
PRIVY COUNCIL ON EDUCATION.

Read:—

Art. 7 (b) of the Code of 1878.

"No grant is made for or in respect of any school, which is not previously in receipt of an annual grant, if the Department think that the school is unnecessary."

Resolved that:—

1. A school situated in a district which is not under a school board shall not be deemed to be unnecessary if it has, for the previous twelve months, been recognised by the Department as a "certified efficient school" (Elementary Education Act, 1870, sec. 48), and has had, during that period, an average attendance (art. 26) of not less than thirty scholars.

(2) No grant will be made to any such school as aforesaid—

- (a) For the first twelve probationary months;
- (b) For any period before the appointment of a certificated teacher; or
- (c) If the population of the school district, or within two miles by the nearest road of the school, is less than three hundred souls, for whom another school aided under art. 19 (d) of the Code is available.

CIRCULAR TO CLERKS OF SCHOOL BOARDS AS TO THE
MANNER OF MAKING UP THE SCHOOL ACCOUNTS.

EDUCATION DEPARTMENT, WHITEHALL, LONDON, S.W.,

SIR,

June 15, 1875.

Adverting to General Order of the Local Government Board as to accounts of school boards, I am to state that my lords find that a diversity of practice exists as to the manner in which the accounts of schools provided by school boards are made up, and I am to request your attention to the following points:

(1) The accounts entered in the abstract book (see art. 2 (4) of the accounts order) and in the financial returns of schools (Form IX. B.) should be closed at the end of the school year (N.C. art. 13) by an entry under the column for *rates* of such an amount as will balance the two sides of the account. The only exception to this rule would be when the income of the school *from sources other than rates* is in excess of the total expenditure, in which case no entry should be made under "Rates," and the balance in hand should be carried forward to the account of the following year.

(2) All items of income and expenditure which do not relate to the *annual maintenance* of schools, e.g. "loans and repayment of loans;" "salaries of officers of the board;" "purchase of sites;" "building and enlarging schools;" "election expenses;" &c., should be carefully excluded from the abstract book and from the yearly financial returns of schools. (See arts. 19 and 31—36 of the Instructions respecting the Accounts of School Boards.)

(3) These financial returns should be entered (*inter alia*) upon the Form (IX. B.) which will be sent by H.M. inspector with the notice of his annual visit to each school, and will be called for by him on the day of such visit.

I am, &c.,
F. R. SANDFORD.

LETTERS, INSTRUCTIONS, &c., ON THE TRANSFER OF SCHOOLS.

Where it is contemplated to seek the sanction of the Education Department for the transfer of schools under the 23rd section of the Act of 1870, application should be made for the various documents which have been issued on the subject, including Forms 96 and 96 T, which contain a set of queries and form of transfer with instructions for the preparation of the transfer agreement. These papers are to be placed in the hands of the legal advisers of the parties concerned, but the Education Department state that "although a solicitor should be employed to consider and when required to fill up the forms, all communications with the Department on the subject of the proposed transfer must be made by the clerk to the school board." It is not considered necessary to reprint the official papers here in full, as it will serve ordinary purposes to give a general idea of the principles laid down, which may be gathered from the following documents:—

Extract from Minute of Committee of Council on Education, dated July 17th, 1871.

Resolved:—

I. In the case of premises held under a trust, express or implied, the following rules shall be observed:—

- (1.) All questions relating to the title of the parties to the proposed arrangement, or affecting the subject matter upon which it is to operate, must be considered and settled by the legal advisers of the parties, and will not be investigated by the Education Department.
- (2.) In considering whether any proposed arrangement should be approved, the Department will confine their attention to ascertaining that the terms of such arrangement are in their opinion proper and reasonable, and the approval expressed in any case will be limited accordingly.
- (3.) As to the terms of the arrangement, no payment of rent beyond that charged upon or reserved out of the premises by the original lease, and

no other valuable consideration, except an undertaking to insure and keep the premises in repair, and to keep down or redeem charges or incumbrances on the same, will in general be sanctioned.

II. Arrangements with respect to schools which are private property must be settled by the proprietors of the premises and the school boards, under sec. 19 of the Act, and do not require the intervention of the Department.

Letter explaining Minute, dated July 17th, 1871.

Education Department, January 1, 1872.

SIR,

Various questions having been addressed to this Department as to the interpretation to be put upon the Minute affecting transfers, which was passed on the 17th day of July, 1871, I am directed by my lords to furnish you with the following explanations :—

1. According to Resolution II. of that Minute, in all cases in which the school board are satisfied that any person or body of persons has, independently of the Elementary Education Act, 1870, legal power to sell, let, transfer, or deal with any tenements, whether occupied as schoolhouses or not, the school board may deal with such person or persons with respect to such tenements without the intervention of the Education Department. In such cases the school board exercise the powers vested in them by secs. 18 and 19 of the Education Act, and the consent provided for under sec. 23 is not required. The same rule applies to any sale, lease, transfer of, or dealing with, books, school apparatus, or other school property over which any person has power of alienation.

2. But if an "elementary school" (sec. 3) is vested in certain persons as trustees, and these trustees have no power, independently of sec. 23 of the Elementary Education Act, to sell, lease, transfer, or deal with such school, then, if the school is to be transferred to a school board, recourse must be had to that section. It provides the means by which a proposed transfer can be effected; and it should be observed that were it not for that section the managers of a school might be compelled, if subscriptions should fail, to retain a school-house, without teachers and without scholars; whereas by taking advantage of that section, the managers in such an emergency are enabled to transfer their school to the board, who have power (secs. 18 and 19) to enlarge or improve it, and to keep it in a state of efficiency.

3. But, further, according to the construction of sec. 23, adopted in the Minute, 17th of July, 1871, the managers have power to transfer their school only in order to relieve themselves from the responsibility of maintaining it, and for no other purpose. It was not the purpose of the legislature to enable trustees or managers to obtain money for property held by them in trust or for the discharge of debts for which they have made themselves personally responsible. If, indeed, it can be shown that the trustees of the school or other persons have, independently of the Act—by virtue of the original trust or otherwise—any legal power to charge, encumber, or mortgage the school premises, and that such power has been exercised, the mortgagee or incumbrancer will be protected, and any transfer will be made subject to the legal or equitable rights of such mortgagee or incumbrancer whose rights are recognised by the 23rd section. But if, independently of the Education Act, there is no power to charge or encumber the premises, then the consideration for the transfer thereof must be *nominal*.

When school premises have been erected partly by pecuniary aid from the Parliamentary grant, they cannot be legally mortgaged or incumbered, and therefore in such cases a mortgage or incumbrance cannot be recognised by the Department.

4. Arrangements are sometimes proposed which contemplate the payment of school expenses incurred prior to the date of the transfer, but not charged upon the premises. But, according to the Elementary Education Act, 1870, the ratepayers cannot be made to contribute towards the expenses of any elementary school, unless it be a school *provided by a school board*,

which means (sec. 14) "a school conducted under the control and management of a school board;" so that, until the date of transfer, a school board cannot undertake to contribute towards the expense of its maintenance.

5. In cases in which a transfer of a school in receipt of annual grants takes place in the course of the school year (New Code, art. 13), the managers may make an arrangement to claim such proportion of the grant as corresponds to the number of months which have elapsed between the end of the last school year and the date of the transfer.

I am, &c.,

PATRICK CUMIN,
Assistant Secretary.

Extract from Minute, dated 13th August, 1875.

Resolved:—

1. That it is expedient to apply to arrangements for transfer for a term of years, the principle laid down by sec. 24 of the Act of 1870, with respect to the repayment of loans in cases of re-transfer under that section.

2. That, with this view, the consent of the Education Department shall not be given to any arrangement for the transfer of school premises for a term of years, unless such arrangement provides that the board shall retain possession of the premises at the end of the term, until the then value of any works executed with the aid of a loan shall have been repaid to the school board.

3. The amount to be repaid in each such case shall be ascertained and certified by a surveyor, selected jointly by the school board and the managers, to whom the school will revert when it ceases to be a school provided by the board. In the event of their disagreement the surveyor shall be appointed by the Education Department, and his expenses defrayed by the school board and managers in such proportions as the Department shall direct.

EXPLANATORY STATEMENT OF THE RATING AND CLASSIFICATION OF TEACHERS' CERTIFICATES.

(From Report to School Board for London by Mr. Ricks, B.Sc., Inspector of Board Schools.)

Examination, 1847.

The first examination for the granting of "Certificates of Merit" to school-masters and schoolmistresses, was held in 1847. This examination was open to students who had undergone one year's training or upwards, and acting teachers of schools seeking annual grants. The successful candidates were thus classified:—

TABLE I.

1st Division	.	.	Upper Degree of Merit.
2nd Division	.	.	
3rd Division	.	.	
1st Division	.	.	Middle Degree of Merit.
2nd Division	.	.	
3rd Division	.	.	
1st Division	.	.	Lower Degree of Merit.
2nd Division	.	.	
3rd Division	.	.	

The subjects of examination were extensive, and the candidates were placed according to the proficiency shown, in any division of any degree, from the lowest to the highest. The parchment certificate was issued immediately after the result of the examination was made known.

Probation, 1849.

In 1849, the feeling that a high position in the pass list was no guarantee for the successful management of a school, My Lords applied a probation test, i.e., the parchment certificate was not issued until the teacher had served a certain period of probation. "Candidates for certificates, after successfully passing their examination, must, as teachers continuously engaged in the same schools, obtain two favourable reports from an inspector, with an interval of one year between them; and, if the first of these reports be not preceded

by service of three months (at the least) since the examination, a third report at an interval of one year after the second report, is required. If the second (or third) report is favourable, a certificate is issued."

1853—1860.

After Christmas, 1853, certain changes and additions were made:—

1853 to 1860.

1. The following conditions were imposed for obtaining the higher degrees:—

(a) The lower degree in Table I. marked proficiency in the subjects of the *first year*.

(b) The middle degree marked proficiency in the subjects of the *second year*.

(c) The upper degree was reserved for extraordinary merit in the written examination, coupled with corresponding efficiency in the management of a school.

[*Exception.* Acting teachers over thirty-five years of age could obtain the middle or higher degree by passing an examination in the subjects of the first year.]

2. Those students who, at the examination held at the close of the first year's training, failed to obtain sufficient marks to qualify for the "third division lower degree of merit," were placed in the "*Schedule*," but were eligible to be re-examined in the subjects of the first year, after a second year's training.

3. Acting teachers over thirty-five years of age, who failed to obtain sufficient marks to qualify for a certificate, were "*Registered teachers*".

(a) To take charge of schools without pupil teachers, or—
(b) With pupil teachers.

4. Special certificates of the first and second class to teachers of infants were also issued.

5. Certificates were open to revision after *five reports*.

OLD CODE, 1860.

In 1860, Mr. Lowe issued the first code, being a "Copy of Minutes and Old Code, Regulations of the Committee of the Privy Council on Education, reduced 1860. into the form of a Code." This code, for the purpose of reference, is called the "Old Code." Table II. exhibits all the different qualifications of teachers under the "Old Code":—

TABLE II.

1st Division	:	:	Upper or First Degree of Merit.
2nd Division	:	:	
3rd Division	:	:	
1st Division	:	:	Middle or Second Degree of Merit.
2nd Division	:	:	
3rd Division	:	:	
1st Division	:	:	Lower or Third Degree of Merit.
2nd Division	:	:	
3rd Division	:	:	

Scheduled Students—

Special Certificates for Teachers of Infants { 1st Class.
2nd Class.

Registered Teachers—

- (a) Competent to instruct Pupil Teachers.
- (b) Incompetent to instruct Pupil Teachers.

REVISED CODE, 1862.

Revised Code, 1862. In the year 1862 the "Revised Code" was introduced, and a line of demarcation was drawn under the *third division lower degree of merit* [see Table II.], so marked, that no teacher in England examined for a certificate after Christmas, 1863, was able to pass the barrier, till in 1871 the "New Code" swept a multitude of teachers, without regard to qualification or length of service, past the Rubicon.

Table III. shows the arrangement of certificates as issued under the revised code.

TABLE III.

1st Division . . .	Upper Grade	4th Class.
2nd Division . . .		
3rd Division . . .		
4th Division . . .		

To be placed in the first, second, or third division was only an honorary distinction. All certificates under the revised code were issued as *4th Class Upper Grade* or *4th Class Lower Grade*. Students trained for two years, and acting teachers who were examined in the papers of the *second year*, had their certificates marked with a stamp.

The degrees of merit and the special infant certificates of the old code remained *in statu quo* under the revised code; but the registered teachers and scheduled students were thus re-arranged:—

TABLE IV.

Teachers registered as competent to instruct Pupil Teachers . . .	Upper Grade	4th Class.
Teachers registered, but not competent to instruct Pupil Teachers . . .		
Scheduled Students . . .		

Three other classes are mentioned in the revised code, viz. first, second, and third, and it was intended that teachers of the fourth class should, at the end of every five years, have their certificates revised, and raised to the higher classes. The revised code was not in existence a sufficient time for any certificate to be so raised.

NEW CODE, 1871.

New Code, 1871. The New Code of 1871 reduces the chaotic assemblage of the former codes to three classes. "Certificates are of three classes. No certificate is originally issued above the second class. The third (lowest) class includes special certificates for teachers of infants and of small schools. All the successful candidates are under this new code arranged in four divisions."

"Candidates who are placed by examination in any of the first three divisions receive certificates of the second class, which can be raised to the first class by good service only.

"Certificates of the second class remain in force for ten years from the date of their issue, after which interval they are open to revision according to the intermediate reports.

"Candidates who are placed by examination in the fourth division receive certificates of the third class.

"Certificates of the third class do not entitle the teachers to have the charge of pupil teachers.

"Certificates of the third class can be raised only by examination.

"Pupil teachers who have completed their engagement with credit, and who have passed satisfactorily either the examination for the close of the

fifth year, that referred to in Article 91, may, upon special recommendation by the inspector, be provisionally certificated in the third class for immediate service in charge of schools which have an annual average attendance of less than sixty scholars.

"After their twenty-fifth year of age (completed) their provisional certificates must have been exchanged for permanent certificates, or are *ipso facto* cancelled.

"The provisional certificate is confined to an entry of the pupil teacher's name in a register kept by the Education Department, and does not involve the issue of any certificate to the pupil teacher."

Articles 63—66 of the New Code refer to the future rating of existing certificates.

"63. Existing certificates of the first or second class are rated as of the first class. Rating of existing certificates.

"64. Existing certificates of the third class, or upper grade of the fourth class, and infant school certificates of the first class, are rated as of the second class. Such certificates will be open to revision at the end of ten years from the date of their issue, or of their last revision.

"65. Existing certificates of the lower grade of the fourth class and infant school certificates of the second class are rated as of the third class.

"66. The class of any certificate not yet issued will be fixed by Articles 54 and 56."

From the short life of the revised code, the classes—first, second, and third—referred to in Articles 63 and 64, never existed, but inside the Education Department it is a well understood rule that "upper degree" of old code was synonymous with "first class," "middle degree" with "second class," and "lower degree" with "third class." To make these articles understood, in Article 63, for *first or second class* read *upper or middle degree*, and in Article 66, for *third class* read *lower degree*.

Table V. shows the changes under the New Code:—

Changes under New Code.

TABLE V.

Old Code.	Revised Code	New Code.
1st Division 2nd Division 3rd Division	: } Upper Degree . . . 1st Class	{ 1st Class.
1st Division 2nd Division 3rd Division	: } Middle Degree . . . 2nd Class	{ 1st Class.
1st Division 2nd Division 3rd Division	: } Lower Degree . . . 3rd Class	{ 2nd Class.
Infants' Certificate, 1st Class		
Registered as competent to instruct Pupil Teachers	: } Upper Grade, 4th Class	
Registered, but not competent to instruct Pupil Teachers	: } Lower Grade, 4th Class	{ 3rd Class.
Scheduled Students		
Infants' Certificate, 2nd Class		

Articles 53—62, New Code, show clearly how Certificates are now issued.

HANDBOOK OF THE
SCOTCH CODE.

Scotch Code. In Scotland the Old Code remained in operation till 1872, and in the New Code of 1873 the existing Certificates were rated as in Table VI.

TABLE VI.

	Old Code (Scotch), 1860.	New Code (Scotch), 1873.
1st Division .		
2nd Division .	: } Upper, or 1st Degree .	. 1st Class.
3rd Division .	: }	
1st Division .		
2nd Division .	: } Middle, or 2nd Degree .	. 2nd Class.
3rd Division .	: }	
1st Division .		
2nd Division .	: } Lower, or 3rd Degree .	. } 3rd Class.
3rd Division .	: }	
1st Class Infants }
2nd Class Infants 4th Class.

The present arrangement under the Scotch New Code is as follows :—

TABLE VII.

2nd Year .	. { 1st Division 2nd Division 3rd Division } 2nd Class.
1st Year .	. { 1st Division 2nd Division 3rd Division 4th Division } 3rd Class.
	. { Infants' Certificates Certificates under Articles 59 and 60 } 4th Class.

To equalize the Scotch with the English certificate, I beg to suggest that—

1. Second Class Scotch Certificates issued previous to 1865, and having eight reports, be considered *First Class*.
2. All the third to be considered *Second Class*.
3. All the fourth to be considered *Third Class*.

FIXING VALUE OF EXISTING CERTIFICATES.

Fixing value of existing certificates. In fixing the value of existing certificates, the following facts should be borne in mind :—

1. All certificates issued prior to 31st March, 1871, which followed from, or were dependent on, any examination previous to Christmas, 1864, and all certificates so issued, if revised prior to 31st March, 1871, are rated as in Table I. All certificates with the entry *First, Second, or Third Division* of the *Upper* (1st) or *Middle* (2nd) *Degree of Merit* are now First Class. All certificates with the entry *First, Second, or Third Division* of the *Lower* (3rd) *Degree of Merit* are now of the Second Class. [See Table V.]

2. All certificates issued under the Revised Code, and which followed from any examination from Christmas, 1864 (inclusive), are fixed by

Table III. They have one of two entries:—*4th Class Upper Grade* (now Second Class), or *4th Class Lower Grade* (now Third Class).

3. All certificates issued under the New Code are subject to the provisions of that Code, and cannot be higher than Second or Third Class.

4. First class special certificates for teachers of infants, issued previous to March 31st, 1871, are now Second Class, and all special infant certificates of the Second Class issued prior to same date are now Third Class.

It will, perhaps, be well that I should point out some of the causes which have led to the difficulties and doubts regarding the rating of existing certificates. Of course the primary cause lies in the changes introduced by the Revised and New Codes; but of the more important secondary causes I instance—

1. The use, or rather misuse, of the terms *division*, *degree*, *grade*, and *class*. It should be remembered that in all cases *division* is a specific term, that *degree* and *grade* are generic terms, and that *class* is the most comprehensive term which includes the others. *Division* and *degree*, and *division* and *class*, are constantly used as convertible terms. Thus, “*third of second*” is taken as synonymous with “*second of third*,” whereas the tables show that the former is now rated as *first class*, the latter as *second class*. Again, in the pass list issued after the usual Christmas examinations for certificates, the successful candidates are, and always have been, arranged in “*divisions*.” Teachers almost invariably call these divisions “*classes*.”

2. Again, great confusion has arisen from the carelessness of the teachers in making incorrect entries. More than one-third of the *Head Teachers* in my district gave incorrect entries to the question, “State the exact entry on parchment describing Division, Degree, Grade, or Class?” I will give one example, culled from a number: A. B. enters, “*Second Class, Second Division*.” I ask: “Is this entry correct?” Answer: “This paper was filled in from memory. On looking at my certificate, I find the word *Grade*, instead of *Class*.” I reply, “Please look again;” and I get the answer: “I simply looked at my certificate, and then filled in the particulars from memory. The correct entry is, ‘*Second Division of the Second Degree of Merit*.’”

3. A third source of error lies in the fact that the Department laid down certain rules for the transit on periods, but only for their own guidance. Thus:—(1) The Revised Code was introduced in 1862, but teachers trained in 1862 and 1863, and in 1863 only, had their certificates issued under the Old Code. (2) The Upper, Middle, and Lower Degree of the Old Code were *understood* to equal First, Second, and Third Class under the Revised Code; I cannot find that either of these rules found the light of day in any Minute Code.

I beg leave to take this opportunity of pointing out two anomalies in the *Anomalies*, value of certificates—the cause of much dissatisfaction amongst Board Teachers. I shall make myself most readily understood by taking examples:—

1. A spends two years in a training college, and at the second year examination is placed in the highest division. B spends one year in the college, and at the examination is placed in the lowest division. There is, perchance, more difference between the two than between the first boy in the first class and the last boy of the second class in one of our schools: yet they enter a board school equal in every respect.

2. C was trained in 1862 and 1863. At the examination at Christmas, 1863, he was placed in the “*third division of the middle degree*,” viz. the *lowest* division in which he could be placed. He took charge of a small school for two years, and on receipt of his parchment certificate, left the profession. D was trained in 1863 and 1864. By examination he was placed in the “*first division, upper grade*,” corresponding to “*first division of the middle degree of merit*,” viz. the *highest* division in which he could be placed. He took charge of a large school, received his parch-

ment certificate in 1866, and in 1873 had *seven* excellent reports written on it. In 1873 both C and D enter the service of the School Board for London as head teachers. C, with his moderate college career and two years' experience, holds a *1st Class Certificate*. D, with large experience and success, with numerous science certificates, holds a *2nd Class Certificate*, and receives £20 per annum less than C!

This is an extreme case, but very many of the Board teachers approach it more or less closely. I wish to point out to your committee the fact that the possession of a certificate of the *first class* is not of necessity a guarantee that the teacher is a better scholar or more successful teacher than the holder of a certificate of the *second class*.

Lastly—I find, on examination, that upwards of twenty head teachers, who are all marked as *1st Class* in the last quarterly return of the School Management Committee, really hold certificates of the *2nd Class*.

I have the honour to be, Sir,
Your obedient Servant,
GEORGE RICKS, B.Sc.

RATING OF EXISTING CERTIFICATES (ENGLISH).

Old Code, 1860.	Revised Code, 1862.*	New Code, 1871.
1st Division	Upper or First Degree of Merit	First Class . . .
2nd Division		
3rd Division		
1st Division	Middle or Second Degree of Merit	Second Class . . .
2nd Division		
3rd Division		
1st Division	Lower or Third Degree of Merit	Third Class . . .
2nd Division		
3rd Division		
Infant School Certificate (1st Class)	Infant School Certificate (1st Class)	Second Class } 1st Div. 1st Div. } 2nd Div. 2nd Div. } 3rd Div.
Teachers Registered as competent to instruct Pupil Teachers	1st Div. 2nd Div. 3rd Div.	Upper Grade.
Teachers Registered, but not competent to instruct Pupil Teachers	4th Div.	Class.
Scheduled Students	Lower Grade.	Third Class } 4th Div.
Infant School Certificate (2nd Class)	Infant School Certificate, 2nd Class	

By examination under New Code.

RATING OF EXISTING CERTIFICATES (SCOTCH).

Old Code, 1860.	New Code, 1873.
1st Division	
2nd Division	Upper or First Degree of Merit
3rd Division	1st Class.

* Certificates issued to teachers trained in 1862 and 1863, or 1863 only, or to acting teachers who sat at the Christmas examination, 1863, were issued under the Old Code.

Old Code, 1860.	New Code, 1873.
1st Division	Middle or Second
2nd Division	Degree of Merit
3rd Division	2nd Class.
1st Division	1st Division
2nd Division	Second
3rd Division	Year.
1st Class Infant Certificate	3rd Class.
2nd Class Infant Certificate	4th Class.
	1st Division
	2nd Division
	3rd Division
	First
	Year.
	4th Division
	Infants' Certificate.
	Certificates under Articles 59 and 60.
	By examination under the New Code.

SUGGESTED EQUIVALENT FOR SCOTCH CERTIFICATES.

Scotch.	English.
1st Class	.
2nd Class, 6 reports	:
	:
	}
	1st Class.
2nd Class	.
3rd Class	.
	:
	:
	}
	2nd Class.
4th Class	.
	.
	.
	.
	.
	3rd Class.

THE COMMITTEE OF COUNCIL ON EDUCATION, 1880.

The Committee of Council on Education is at present constituted as follows:—

The Right Hon. the Earl SPENCER (*Lord President of the Privy Council*).
 The Right Hon. A. J. MUNDELLA (*Vice-President of the Committee of Council on Education*).
 The Right Hon. the Earl GRANVILLE.
 The Right Hon. W. E. GLADSTONE.
 The Right Hon. the Earl of NORTHBROOK.
 The Right Hon. W. E. FORSTER.
 The Right Hon. Sir WILLIAM HARCOURT.
 The Right Hon. H. C. E. CHILDERS.
 The Right Hon. JOSEPH CHAMBERLAIN.

Secretary to the Committee of Council on Education : Sir F. R. SANDFORD.
Assistant Secretaries : Mr. J. SYKES, Mr. A. T. CORY, Mr. P. CUMIN, and
 Mr. F. T. PALGRAVE.
Council : Mr. W. G. LUMLEY, Q.C.
Architect : Mr. M. R. HAWKINS.
Earl Spencer's Private Secretary : Mr. F. A. CAMPBELL.
Mr. Mundella's Private Secretary : Mr. H. S. BRYANT.
Sir F. R. Sandford's Private Secretary : Mr. R. B. SUMMERFIELD.



INDEX.

- Accommodation**, calculation of, 5.
Accounts, making up of, 100.
Acting teachers, 19, 21, 71.
Admission registers, 36.
 " to school not to be refused on other than reasonable grounds, 5.
Age, certificates of, 54.
 " to entitle school to grants, 8.
Agreement, memorandum of, for pupil-teachers, 36.
Aid to schools, conditions of, 2.
All scholars eligible to be presented, 9, 10.
Animal physiology as " specific subject," 42.
Annual inspection, month of, 3.
Application for inspection and grant, 4.
Appointment of correspondent, 4.
 teacher, notification of, 6.
Area of school accommodation, 5.
Art Directory, 62.
Assistant teachers (qualified) equal to two pupil-teachers, 17.
 " " eligible for examination for certificates, 19.
 " " who eligible as, without certificates, 26.
Attendance, circular as to, 72.
 certificates of, 55.
 " registers, 87.
 " at church, 70.
Attendances, calculation of, 13, 14, 69.
 " at drill, cookery, &c., 13.
 " reckoned for scholars above three and under eighteen, 14.
Average attendance, grant for, 8.
 " calculation of, 14.
Books and apparatus, provision of suitable, 16, 81.
 (see *Reading books*).
Botany as " specific subject," 42.

Calculation of attendance, 13, 69.
Certificates, classification of, 102 to 109; how obtained, 18.
 rating of, 20 to 22.
 " special, for teachers of infants and small schools, 20.
 " without examination, 21.
 " suspension of, 22.
 " of proficiency, &c., 31, 55.
 " of age, &c., 54.
 " of school attendance, 55.
 honour, 52.
 " required for pupil-teachers, 34.
 registrar's, 56; of age, 56.

- Certified efficient schools, 95 ; recognition of, &c., 95.
 " " rules as to, 96.
 Changes in Code, x, 33.
 Character and conduct of teachers, reports as to, 22.
 " of schools and teachers, 79.
 Child's school book required, 8.
 " " rules as to, 56, 58.
 Church, attendance at, 70.
 Circulars to H.M. inspectors (see Table of Contents).
 Class registers, revision of, 44.
 Clergy not recognised as teachers, 19.
 Code, changes in, &c., ix, 33, 30.
 " to be provided by managers, 34.
 Colleges (see Training colleges).
 Committee of Council on Education, 1, 109.
 Conscience clause, instructions to inspectors as to, 79.
 Cookery, attendance at instruction in, 14.
 Correspondence, references to, 18.
 " with Education Department, on, 60.
 Correspondent of school, appointment of, &c., 4.
 " teachers not eligible for, 4.
 " of colleges, 91.
 Deductions where children over ten and no Standard III., 44.
 Deviations from time-table, 94.
 Diagrams required for class subjects, 9.
 Diary (see Log-book).
 Dictation, examination in, 75.
 Discipline, grant for, 8.
 Domestic economy to be taught to girls, 13.
 " as "specific subject," 42.
 Drawing, grants for, 62, 66.
 Drill, attendance at, 14, 71, 73.
 " Government instructors for, 73.
 Duplicate schedule to be presented to inspector, 11.
 Education Department, constitution of, 1, 109.
 Elections, allowance of attendances on account of, 3, 7, 8.
 Elementary school, definition of, 1.
 " scholarships, 64.
 English literature (Fourth Schedule subjects), 42.
 Entries in log-book, 18.
 Epidemic, allowances for, 7, 8.
 " inspection delayed on account of, 4.
 Estimates, educational, 1.
 Evening scholars, examination of, &c., 30.
 Evening schools, grants to, 13, 61.
 " " teachers eligible for, 5.
 " " attendances in, 13.
 " " application for examination of, to be made annually, 30.
 Evidence of age, &c., 56.
 Examination, scholars who may not be withheld from, 10, 85.
 " of children, instructions as to, 74 to 77, 83.
 " mode of, 10.
 " on paper above Standard IV., 10.
 " standards of, 15, 16.
 " of teachers, 19 ; syllabus for, 19.
 " for labour certificates, &c., 31.
 " schedule, entries in, &c., 43. ; preservation of, 56.
 Examinations, how to be conducted, 82.

- Exceptions in examinations, 44.
 Exemption certificates, examination for, 31.
 Exhibitions, 64; local, 65; royal, 65.
 Ex-pupil-teachers, 25, 26.
- Faults of discipline, instruction, &c., fines for, 16.
 Fee not to exceed 9d., 1.
 " fixing of, 1, 2.
 First grant, computation of, 6.
 Fourth schedule, 42.
 French as a " specific subject," 42.
 Furniture, suitable, 16.
- German as " specific subject," 42.
 Government grant (see Grant).
 Grant, object of, 1.
 " conditions of, 2, 5 to 13.
 " issued annually, 3.
 " computation of, 6.
 " may be withheld, 7.
 " claimable, 8 to 13, 60 to 62.
 " singing, 8, 60.
 " for average attendance, 8, 60.
 " discipline, 8, 60.
 " on results, 8 to 13, 60.
 " for infants, 8; in mixed schools, 11.
 " for children above seven, 9 to 13, 60.
 " for class subjects, 9, 60.
 " for grammar, 9.
 " needlework, 9; in mixed schools, 10.
 " special for small school, 10, 61.
 " pupil-teachers, 10, 61.
 " reduction of, if less than 20 per cent. under Standard IV., 10.
 " for half-timers, 12.
 " for " specific subjects " (Schedule IV.), 12, 60.
 " to evening schools, 13, 60.
 " reduction of, 16, 17.
 " not to exceed 17s. 6d. per head if income exceeds expenditure of
 school, 16.
 " obtainable, statement of, 60.
 " from Science and Art Department, 62, 64, 66.
 " for drawing, &c., 62.
- Grouping of pupil-teachers for collective teaching, 38.
- Half-time exemption, examination for, 31.
 Half-timers, attendances of, 12.
 " calculation of average for, 14.
 Honour certificates, payment of fees for, 10.
 " regulations as to, 52, 55.
- Hymns, 70.
- Income of school, application of, 6.
 " excess of, 16.
- Infants, grant for, 8.
 " to be four and under seven if counted for grant, 8.
 " in separate department, full grant for, 8.
 " attendances of, 69.
- Inspection, fixing of dates for, 60.
 " instructions to inspectors as to, 83..

- Inspectors of schools, duties of, &c., 3.
 " " appointment of, 3.
 " " and Education Act, 78.
 Inspectors' reports, to be entered in log-book, 18.
 Instalment of grant, conditionally payable, 4.
 Instruction in drill, arrangements for, 73
 subjects of, 81.
 Instructions to inspectors on administration of Code, 68.
 as to examination of children, 74 to 77, 83.
 Instructions of Education Department (see Table of Contents as to subjects, &c.).

Latin may be taught as " specific subject," 42.
 Letters from Education Department to be kept in portfolio, 18.
 List of Education Department and principal officials, 109.
 Literature as " specific subject " with special grant, 42.
 Log-book, 17; entries in, 18.
 Lords of the Committee of Council on Education, 109.

Making up of school accounts, 100.
 Managers of schools, 4, 6.
 to give personal oversight, 79.
 Maps required for class teaching, 9.
 Marking of registers, 87.
 Mathematics as " specific subject," 42.
 Mechanics as " specific subject," 42.
 Medical certificates to be produced, 11.
 for pupil-teachers and candidates, 34.
 Memoranda of agreement for pupil-teachers, 36 to 39.
 between managers and teachers, 84.
 Minutes on approval of time-tables, 91, 93.
 Mode of examination, 10.
 Modified articles of Code, 45 to 51.
 Monitors, employment of, 23.
 temporary, 25.
 Music, grant for, 8.

Needlework in girls' schools, 6.
 schedule of, 39; for pupil-teachers, 41.
 Night schools (see Evening schools).

" Offices " of school, suitability of, 5, 68.
 Official correspondence (see Correspondence).
 Oversight of schools by managers, 79.

Pensions, teachers', 32, 33.
 Physical geography as " specific subject," 42.
 Physiology as special subject for grant, 42.
 Portfolio for schools, 18.
 Preliminary statement to Education Department, 60.
 Premises eligible for schools, 5.
 Presentation in lower standards not allowed, 16.
 Principal teachers to be certificated, 5.
 of evening schools (uncertificated), 5.
 Private schools not eligible for grant, 5.
 Prizes may be purchased out of school income, 6.
 Probation, teachers on, 20.
 Proficiency, certificates of, 55.
 Proof of age, 56, 58.
 Provisional certificates, 21, 22.

- Public elementary schools only to receive grant, 2.
 Pupil-teachers, grant for, 10.
 " " eligible for provisional certificates, 21, 22.
 " " regulations as to, 22 to 28.
 " " qualification and examination of, 33.
 " " memorandum of agreement for, 36.
 " " age of, 23; sex of, 23; number of, 23.
 " " instruction of, 23, 36.
 " " medical certificates, &c., for, 34.
 " " instructions to inspectors as to, 80.
 " " teaching of, 37; collective teaching of, 38.
- Qualified children all to be examined, 85.
 Queen's scholars, admission of, 29.
- Rating of teachers' certificates, 20 to 22, 102 to 109.
 Reading books, 70, 81.
 Receipts for grant, signature of, 6.
 Recognition of certified efficient schools, 95.
 Recreation, time for, 13, 70.
 Refusal of grant, 2, 4.
 " " admission to school, 5.
 " " grounds for, 6, 7.
 Registers, closing of class, 44.
 " " withdrawal of names from, 44.
 " " instructions as to keeping of, &c., 86 to 88.
 " " checking of, 88.
 " " in "certified efficient schools," 97 to 99.
 Religious teaching, grant not allowed for, 2.
 " " observances, children withdrawn from, &c., 92.
 Reports of managers and inspectors, 22.
 " " to be entered in log-book, 18.
 " " of inspectors, 83.
 Results of examination, communication of, 9.
 Returns to Education Department, 6.
 Revision of Code, 7, 33.
 " " certificates, 22.
- Schedules (examination) to be preserved, 56.
 Scheme of "class subjects" to be approved, 9.
 Scholarships, 64.
 School book (see Child's school book).
 School to be open 400 times, 7.
 " " fee, fixing of, 1, 2.
 " " for children holding honour certificates, 52, 53.
 " " accounts, 100.
 " " year, fixing of, 3, 60.
 " " staff, changes in, 6.
 " " attendance, certificates of, 55.
 Science and Art Department, grants from, 62 to 66.
 " " " " scholarships, 64.
 " " " " directory, 62.
 Second "inspection claimable, 7.
 Secretaries of science classes, memoranda for, 66.
 Sewing mistress, employment of, 17.
 Singing, grant for, 8.
 Small schools, special grant for, 10.
 Specific subjects, grant for, 12.
 " " " table of, 42.
 Staff, regulation of, 16.

